



Facilities and Transportation Master Electrician

Purpose Statement

The Master Electrician provides electrical services, guides assigned workers, ensures project completion in accordance with trade standards, offers information on equipment usage, identifies repair and replacement needs, installs, repairs, maintains, and upgrades electrical systems and equipment, and supports other skilled trades.

Supervisory Relationship

Reports to: Director of Facilities and Transportation

Essential Functions

- **Guide Personnel:** Advise staff on procedures to ensure compliance with health and safety regulations and to assist in decision-making.
- **Analyze Plans:** Review blueprints, schematics, and drawings to identify the location and efficient installation of electrical systems.
- **Coordinate Activities:** Work with supervisors and other trades to ensure proper maintenance and repair of district facilities.
- **Diagnose Problems:** Identify causes of electrical issues and determine repair or replacement needs.
- **Estimate Resources:** Determine materials and equipment needed for projects to ensure timely completion.
- **Fabricate Parts:** Create equipment parts to meet specialty needs or replace unavailable parts.
- **Implement Programs:** Follow inspection schedules and preventive maintenance programs to conform to guidelines.
- **Inspect Work:** Ensure completed work meets quality standards and identify preventive maintenance requirements.
- **Install Systems:** Set up electrical systems such as lighting, alarms, and electrical panels to provide a safe environment.
- **Maintain Records:** Keep updated files and records for time sheets, inventory, work orders, and repair manuals.
- **Maintain Equipment:** Ensure vehicles, tools, and equipment are in safe operating condition.
- **Supervise Staff:** Oversee personnel and daily activities to ensure safe, proper, and timely completion of tasks.
- **Perform Maintenance:** Conduct routine and preventive maintenance to ensure ongoing functionality of electrical systems.
- **Prepare Reports:** Document activities and provide necessary information through reports and written materials.
- **Procure Supplies:** Ensure the availability of necessary equipment and supplies for efficient job completion.
- **Respond to Emergencies:** Address emergency situations during and after hours to resolve immediate safety concerns.
- **Transport Tools:** Ensure necessary tools and equipment are available at job sites.
- **Train Personnel:** Provide training to assigned personnel on the proper use of equipment and safety practices.
- **Develop Plans:** Assist in developing plans for electrical upgrades and new installations to improve efficiency and safety.
- **Evaluate Contractors:** Assess the work of outside contractors to ensure it meets district standards and specifications.

- **Energy Management:** Implement energy-saving measures and ensure electrical systems are energy-efficient.
- **Troubleshoot Systems:** Perform detailed troubleshooting of complex electrical systems to identify and resolve issues.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Adhere to safety practices and procedures.
- Analyze data, estimate resources, and plan projects.
- Inspect equipment and prepare accurate records.
- Read blueprints and schematics.
- Operate job-related equipment.

Knowledge

- Codes, laws, rules, regulations, and policies.
- Job-related equipment and safety practices.
- Targeted education with study in a job-related area.

Abilities

- Schedule activities, meetings, and events.
- Work with a variety of individuals and data.
- Adapt to changing priorities and manage interruptions.
- Maintain confidentiality and meet deadlines.
- Communicate effectively with diverse groups.
- Work flexibly with a wide diversity of individuals.

Responsibility

Work under limited supervision following standardized practices. Direct other personnel within a small work unit. Track budget expenditures and utilize resources from other work units. Utilize a wide variety of types of job-related equipment.

Work Environment

The job requires significant lifting, carrying, pushing, and pulling. Frequent climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally involves 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and conditions with exposure to risk of injury and/or illness.

Experience

Job-related experience within a specialized field is required

Certificates and Licenses

ND State Master Electrician License

Driver's License and Evidence of Insurability

Continuing Education/Training

Maintain required certifications and licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

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The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.