

Job Title:	ELECTRICIAN	Reports to:	Director of Facilities
FLSA status:	Non-Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	This position serves as a contributing member of the maintenance in troubleshooting and solving district and site needs as they arise; maintain all buildings and grounds in a safe and efficient manner.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Analyzes drawings for the purpose of identifying location of existing electrical systems and determining the efficient installation of additional systems.
- Installs electrical systems including communications, audio visual, alarms (e.g. signal system), etc. for the purpose of maintaining them in safe operating condition.
- Orders supplies, equipment and tools for the purpose of ensuring adequate materials are available to complete assignments in a timely manner.
- Orients staff for the purpose of providing information on proper operation of electrical systems.
- Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Records work orders, inspections, and purchases for the purpose of documenting information for other personnel.
- Repairs electrical systems including communications, audio visual, alarms (e.g. signal system), etc. for the purpose of ensuring proper/safe operation of equipment.
- Trouble shooting and diagnosing problems within electrical capacity.
- Responds to emergency situations (e.g. facility damage, playground equipment, roof leaks, etc.) for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site as required to complete tasks.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Assists other trades as needed for the purpose of meeting demands and completing work orders in a timely manner.
- Attends internal and external training programs e.g. equipment/safety for the purpose of maintaining skills and District policy.
- Coordinates with district and other trades' staff for the purpose of completing projects/work orders efficiently.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Skills to operate hand and power tools used in craft, read and interpret plans, blue prints and/or schematics, perform basic math to make calculations.
- Knowledge of methods and use of materials, tools and equipment used in craft, appropriate building codes, safety practices, systems components.
- Abilities to stand for prolonged periods, understand and carry out oral and written instructions, establish priorities, work independently with minimal supervision. Significant physical abilities include lifting/carrying/pulling, stooping/kneeling/crouching, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/color vision.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent, preferred

- Prior job related experience within craft with increasing levels of responsibilities preferably in a school or institutional setting.
- Training Required: Proficiency in trade.
- Licenses, Certifications, Bonding, and/or Testing Required: Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance.

Computer Proficiency: Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, walk and operate foot controls simultaneously. The employee would be required to lift up to 50 pounds safely.

WORK ENVIRONMENT:

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.