

Electrician

REPORTS TO: Maintenance Supervisor

JOB GOAL: To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

ESSENTIAL FUNCTIONS:

1. Carry - 50/80 lbs. 100 feet
2. Climb - ladders, scaffolding, and stairs, to a height of 40 ft., entering vehicles/equipment.
3. Crawl - utilizing hands, knees, and feet, to access needs in confined areas, tunnels, pits, sumps, etc.
4. Crouch/Kneel - to access/repair needs at levels below waist, tunnels, sumps, pits, etc.
5. Fingers/Gripping - lifting, grasping hand tools, sawing, inserting/turning bolts, screws, etc.
6. Lift - 80#/50 ft. for objects, tools, supplies, materials to desired levels, unload/load vehicles.
7. Pulling/Pushing - for positioning of; materials, supplies, tools, pulling wire, motors, auger.
8. Reach - extending hands and arms to heights, distances to service; repair machinery, supplies.
9. Sight - clarity of vision to pass driver's license test, and adequate vision to distinguish objects, relative space, and distance.
10. Sit - rest on haunches to service; bench work, service floor drains, working under mowers, etc.
11. Stand/Stoop - to reach desired heights to repair/service equipment, obtaining tools, equipment, and diagnostics.
12. Hear - for testing equipment, safety, taking orders, diagnostics.
13. Talk - convey messages, instructions, carry discussions.

PERFORMANCE RESPONSIBILITIES:

1. Assumes the responsibility of work assignments under the supervision of the Operations Supervisor, through the Maintenance Supervisor or designee.
2. Assumes primary responsibility for the safe operations, repair and installation of lighting fixtures, electrical apparatus, motors, wiring, air conditioning and refrigeration units, and similar electrical components in the facilities owned or operated by the district.
3. Inform custodians and maintenance workers on proper methods of procedure and proper use of tools in electrical repair work.
4. Recommends supplies and equipment for purchase, and maintains the inventory of district-owned tools, equipment, and supplies.
5. Reports major repairs needed promptly to the Maintenance and/or Operations Supervisor.
6. Is responsible for electrical shop, any assigned school vehicle/equipment, their upkeep and maintenance.
7. Assumes the responsibility for the opening, closing and securing of the district's schools and related facilities
8. Reports on quality of supplies and equipment, when inferior, shall report immediately to the Maintenance Supervisor.
9. Examines and inspects district-owned facilities on a regular basis for purposes of preventive maintenance.
10. Responsible to obtain any prescribed license/certifications pertaining to this position within six (6) months of implementation and /or date of hire. Once obtained these licenses/certifications shall be maintained.

11. Responsible to perform all preventive maintenance tasks as assigned by the Operations Supervisor through the Maintenance Supervisor.
12. Responsible to fill out and maintain logs, maintenance work logs, PM records, etc., as directed
13. Assumes the responsibility to follow safety regulations, wear personal protective equipment and perform all work in as safe a manner as possible.
14. Perform all related work and all tasks assigned by the Operations Supervisor, through the Maintenance Supervisor as deemed necessary for the operation of the school district.
15. Be familiar with basic computer operation.