

Electrician

Purpose Statement

The job of Electrician is done for the purpose/s of installing, repairing, maintaining and upgrading electrical systems and equipment; identifying repair and/or replacement needs; assisting other skilled trades; and providing necessary information on the proper uses of the equipment.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Maintenance Foreman - Electrical

Essential Functions

- Analyzes blue prints, schematics, and drawings for existing and proposed electrical systems for the purpose of maintaining and upgrading support systems.
- Assists in development of bid specifications for the purpose of determining what type of materials are required for a project and the cost associated.
- Attends meetings, workshops, training's, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Coordinates with site administration, head custodian and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses causes of electrical problems (e.g. lights, scoreboards, boiler controls, basketball hoop motors, coal augers, etc.) for the purpose of identifying equipment and/or systems repair and replacement needs.
- Inspects electrical systems and their components for the purpose of ensuring safety and overseeing necessary repairs and providing an ongoing program of preventive maintenance.
- Installs electrical system components (e.g. lighting, alarms, electrical panels, switches, panels, circuits, scoreboards, parking lights, stage lights, door openers, handicap door openers, exit and emergency light systems, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Maintains job related, tools and equipment for the purpose of ensuring the availability of items in safe, operating condition for work assignments.
- Maintains electrical systems and equipment for the purpose of ensuring the availability and proper operation of services and systems.
- Orders supplies and equipment for the purpose of maintaining inventory and ensuring availability of items as needed to properly maintain facilities.
- Participates in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of electrical systems.
- Prepares documentation (e.g. building plans, requests for permits, repair status, safety logs, etc.) for the purpose of conveying information and/or providing supporting materials for requested actions.

- Repairs electrical components and/or systems (e.g. motors, circuits, transformers, generators, compressors, switches, boiler controls, cafeteria kitchen equipment, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items to complete the necessary installation/repair.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electrical systems; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices and handling hazardous materials; and operates light equipment not requiring a drivers licenses to perform job functions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in installation, troubleshooting, maintenance, and repair of electrical systems/subsystems; troubleshoot/maintain mechanical, electrical, environmental systems/subsystems including control/balancing these systems; and blueprints and schematics.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working independently and with interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency .

Required Testing

Certificates

Valid Driver's License & Evidence of Insurability
journeyman license preferred.

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt