ELECTRICIAN
STANDARD POSITION DESCRIPTION

Classification: Maintenance
Location: Maintenance

Reports to: Director of Maintenance
FLSA Status: Non-Exempt

Bargaining Unit: Operating Engineers

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Serves as a journeyman level electrician. Responsible for performing duties in the maintenance and repair of electrical systems, equipment, and fixtures.

Part II: Supervision and Controls over the Work:

Work is performed under the general supervision of the supervisor for facility maintenance. Electrical trades work is performed independently and in conformance with local city, county, and state codes and standards of the profession. Work is reviewed for timeliness, completeness, code compliance, safety, and established priorities.

Part III: Major Duties and Responsibilities (depending on specific assignment):

Duties include, but are not limited to the following:

1. Interprets prepared sketches, diagrams, schematics, and blueprints.
2. Plans work based on appropriate sequence and procedure.
3. Determines required supplies and materials and takes action to assure the availability of such materials at the time needed.
4. Installs, maintains, alters, and repairs wiring, electrical devices, machinery and equipment.
5. Installs and connects electrical equipment to wiring and power systems.
6. Installing fixtures, outlets, and switches, and making wire connections.
7. Cutting, threading and bending conduit and pulling wires, splicing, soldering, and applying electrical tape and connections as needed.
8. Replacing faulty electrical components and defective wiring and making connections to electrical installations.
9. Makes electrical repairs on equipment or determines need for external repair or replacement service.
10. May supervise or direct helpers and other staff in performing the above work.
11. Required to follow Board policies and stay abreast of updates and changes.
12. Other duties as assigned by building administrator and/or designee.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Graduation from high school or equivalent.
3. Must possess a valid 2 year Washington State or equivalent Residential Electrical Journeyman Certificate.
4. Must be trained in First Aid. CPR and defibrillator training may be required.
5. Ability to work effectively in a school environment with priority emphasis on safety and minimal disruption of the educational instruction program.
6. Initiative and ability to work with minimal direction; sound judgment and decision making capabilities are essential.
7. Knowledge of state and local codes related to assigned trade/craft.
8. Must possess a valid Washington State driver’s license and a safe driving record and be able and willing to operate district owned vehicles. May be required to possess or obtain a Commercial Driver’s License.

Part V: Desired Qualifications:

1. Two years of journeyman level experience.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 frequently required to bend, crawl, sit, talk, move about, hear and speak. May be required to work in restricted spaces, from a prone
position, and/or under difficult lighting and access conditions. Noise level may be high when operating power equipment. Employee may be exposed to outside weather conditions especially in emergency repair situations.

The employee must occasionally lift and/or move up to 60 pounds and greater than 60 pounds using appropriate equipment.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to use properly use such safety equipment as is appropriate to the work to prevent injury to self or others.