ESP

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

ELECTRICIAN

JOB DESCRIPTION

JOB CODE:	810261	**BARGAINING UNIT ELIGIBILITY:**	Yes
FLSA:	Non-Exempt	**PAY GRADE:**	26
		SALARY SCHEDULE:	Education Support Professionals

QUALIFICATIONS:

(1) High School Diploma or GED.
(2) Minimum of five (5) years successful experience at the skilled journeyman level.
(3) Journeyman license or proven competency.
(4) Valid Florida Driver's License.
(5) Possess a personal set of hand tools necessary to complete performance responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the standard practices, methods, tools and materials of the electrical trade. Knowledge of local and national electrical codes; knowledge of the hazards of the trade and of appropriate precautionary measures. Ability to locate and adjust defects in electrical systems and equipment. Ability to make accurate estimates of time and materials. Ability to work from electrical diagrams and blueprints. Ability to understand and effectively carryout oral and written instructions. Ability to direct up to three laborers and maintenance repairman. Skill in performing at the journeyman level skill in the use of the tools, materials and equipment of the electrical trade. Ability to climb ladders, scaffolds, personnel lifts and platforms at various heights, dig ditches, lift heavy equipment and materials as required to perform duties. Ability to operate or learn to operate diggers, trenches, booms, buckets, or any other type of equipment necessary to complete maintenance tasks. Ability to perform cross-over work in several trade areas. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with school and district staff, administrators, and outside agencies. Ability to operate a motor vehicle.

REPORTS TO:

Foreman -- Maintenance

JOB GOAL

To install, repair, and maintain electrical systems, appliances and equipment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

*(1) Install, alter, maintain and repair wiring systems, switch panels, flood lights, ornamental lights and other electrical fixtures and equipment.
*(2) Install and make electrical repairs to specialized equipment.
*(3) Perform electrical and some mechanical work in repairing and replacing parts.

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*(4) Use standard and special electrical tools and equipment such as voltmeters, and ammeters.
*(5) Keep time and work records.
*(6) Prepare work reports.
*(7) Maintain daily vehicle logs.
*(8) Use appropriate safeguards to protect students and SBAC property while using vehicle to perform daily maintenance duties.
*(9) Read blueprints, factory details and schematics related to the accomplishment of daily assignments.
*(10) Assist in maintaining an inventory of parts and materials as needed.
*(11) Assist other maintenance personnel with tasks as needed or directed.
*(12) Provide emergency repair service as directed.
*(13) Assist in development and maintaining a preventive maintenance program.
*(14) Participate in casualty prevention tests and inspections as required.
*(15) Serve on school/district committees as required or appropriate.
*(16) Adhere to applicable safety standards.
*(17) Attend all staff meetings and workshops.
*(18) Assist with maintaining a clean and orderly environment.
*(19) Be knowledgeable of and adhere to Board policies and departmental procedures.
*(20) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
*(21) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
*(22) Demonstrate initiative in the performance of assigned responsibilities.
*(23) Demonstrate support for the school district and its goals and priorities.
*(24) Exhibit interpersonal skills to work as an effective team member.
*(25) Follow attendance, punctuality and proper dress rules.
*(26) Maintain confidentiality regarding school/workplace matters.
*(27) Maintain expertise in assigned area.
*(28) Manage time efficiently.
*(29) Model and maintain high ethical standards.
*(30) Participate in cross-training activities as required.
*(31) Participate successfully in required training programs offered to increase skill and proficiency related to assignment.
*(32) Prepare all required reports and maintain updated and accurate records.
*(33) Represent the District in a positive and professional manner.
*(34) Respond to inquiries and concerns in a timely manner.
(35) Perform other duties as assigned.
*(36) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force and/or up to 20 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 01

Adopted: 8/2/11
Revised: 5/21/13