Belton Independent School District
Job Description

Job Title:	Master Electrician	**FLSA Status:**	Nonexempt, 260 days
Reports to:	Director of Facilities and Construction	**Pay Grade:**	AUX-506
Dept./School:	Facilities	**Date Revised:**	11/13/2025

Primary Purpose:

Perform expert-level installation, maintenance, and comprehensive repair of all electrical systems and equipment within the district. Proactively maintain all electrical infrastructure to ensure optimal efficiency, reliability, and continuous compliance with all safety codes and regulations. Provide technical leadership and ensure the safe condition and operation of the entire electrical systems.

Qualifications:

Education/Certification:
High School Diploma or GED
Master Electrical License
Clear and valid Texas driver's license

Special Knowledge/Skills:
Knowledge of electrical circuits, wiring and operating principles of motors
Knowledge of current electrical codes and ordinances
Knowledge of electrical repairs, maintenance, and installation techniques
Knowledge of generators, and transfer switches
Ability to read blueprints, schematics, and written reference material
Ability to follow written and verbal instructions
Ability to perform mathematical calculations
Ability to diagnose and resolve problems
Ability to use hand and power tools

Experience:
Minimum of five years' related experience in performing commercial electrical work

Major Responsibilities and Duties:

- **Expert Maintenance & Repair:** Execute a wide variety of highly skilled and complex maintenance, troubleshooting, and repair work on all district electrical systems, components, and equipment.
- **Installation & Commissioning:** Plan, install, test, and commission new or upgraded electrical equipment, fixtures, and wiring as required, ensuring seamless integration and adherence to technical specifications.
- **Safety & Compliance Management**: Strictly maintain and enforce the safe condition and operation of all electrical systems, ensuring continuous compliance with local, state, and national electrical codes (e.g., NEC) and district safety protocols.
- **Technical Operations:** Manage and oversee electrical system performance, diagnose root causes of failures, and implement corrective actions to minimize downtime and ensure system longevity.
- **Documentation & Reporting:** Perform all related administrative and technical work, including documenting repairs, inventorying parts, and submitting detailed reports on system status and maintenance activity.

- **Other:** Respond to emergency calls when needed. Work with maintenance crews and conduct training programs such as lock out tag out. Schedule preventive maintenance of electrical systems and equipment. Maintain a clean and orderly shop area, vehicle and work site. Perform related duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Electrical measuring and testing equipment; hand tools; power tools; light truck or van.

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: November 2025
Prepared By: Belton ISD Human Resources Department