POSITION DESCRIPTION

TITLE: Skilled Craftsman - Electrician
LOCATION: Maintenance
REPORTS TO: Supervisor, Maintenance
DEPARTMENT: Maintenance

SUMMARY STATEMENT:
The position of electrician performs journey-level electrical work in the maintenance, repair, and construction of all District facilities.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public.
2. Alter, maintain, repair, or install wiring, cables, switches, controls, fuse boxes, breaker panels, distribution panels, buzzer and bell circuits, power circuits, and communication circuits. May construct new facilities from blue prints and specifications.
3. Modify, adjust, maintain, repair, or install electric motors, electrical equipment, instruments such as clocks, lamps, stoves, electrical meters, timers, fans and timers.
4. Inspect electrical systems, communications systems, and equipment to detect and correct faulty components or parts.
5. Inspect and maintain high voltage power transmission systems including wires, poles, and transformers carrying 750 volts or less.
6. Perform alterations, adjustments, modification, repair, and installation of electrical equipment systems.
7. Must be familiar with low voltage systems, i.e. fire, intercom.
8. Estimate cost of work and order corresponding materials and supplies.
9. Establish and maintain records of work performed.
10. Drive truck, loading and unloading materials and supplies as necessary.
11. Operate tools and equipment necessary to perform tasks.
12. Perform maintenance on equipment used to carry out the work.
13. Travel from location to location to accomplish tasks.
14. Perform first aid/CPR when necessary.
15. Successfully complete all required district training within a timely manner.
16. Must comply with all district and government safety regulations.

OTHER RESPONSIBILITIES:
1. Direct the work of helpers when necessary.
2. May carry a pager and be called back to work after regular hours to perform special service as needed.
3. Perform other related duties as required.

PHYSICAL DEMANDS REQUIRED:
Hearing (66-100%)  Speaking (66-100%)  Vision (66-100%)
Walking (66-100%)  Driving (66-100%)  Pushing/Pulling (33-66%)
Bending/Stooping (33-66%)  Exposure to noise  Acceptable Attendance
Ability to enter crawl spaces and other confined spaces  Climbing Up to 100 ft.  Use of hands and/or arms for repetitive motion (66-100%)
May be required to work outdoors in inclement weather  Climb and work on ladders (33-66%)  Standing (66-100%)
Lifting/Carrying Up to 75 lbs. (33-66%)

MENTAL DEMANDS REQUIRED:

Reading Documents (66-100%)  Verbal Communication (66-100%)  Multiple Concurrent Tasks (66-100%)
Training (Up to 33%)  Customer Contact (33-66%)  Problem Solving (66-100%)
Math (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:

Electrical Tools: conduit bender, portable band saw, multi-meter.
Miscellaneous Tools: Rotary hammer, skill saw, jig saw, reciprocating saw, 3/8 and 1/2 drill, grinder, 45' Hi-lift (Genie boom lift).
All other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:

1. A minimum of two years in an electrician apprenticeship program and two full-time years of applicable electrician work experience or possess a current Journeyman Electrician card.
2. Demonstrated ability to inspect electrical systems, communication systems, and equipment to detect and correct faulty components or parts.
3. Demonstrated ability to inspect and maintain high voltage power transmission systems, including wires, poles, and transformers carrying 750 volts or less.
4. Demonstrated ability to communicate effectively.
5. Willingness to be called back to work after regular hours to perform special service as needed.
6. Demonstrated ability to understand oral and written instructions and perform functions to specified expectations.
7. Demonstrated organizational skills and the ability to follow through.
8. Demonstrated ability to establish priorities and delegate tasks.
9. Demonstrated ability to operate perform maintenance on all equipment used to perform the essential functions as listed above.
10. Must possess or be able to acquire a first aid/CPR card within 30 days of employment.
11. Must be able to travel from location to location to accomplish tasks.
12. Must possess a current valid driver's license, and must be able to secure a Commercial Driver's License.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-262  Days Per Year (Includes Holidays)
8  Hrs. Per Day

PSE: ___________________________  Date: __________________

District: ___________________________  Date: ________________
Skilled Craftsman - Electrician