



Trades 8 / Electrical Services

Purpose Statement

The job of Trades 8 / Electrical Services is done for the purpose/s of providing electrical services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading electrical systems and equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director of Maintenance

Essential Functions

- Analyzes blue prints, schematics, and drawings of electrical systems for the purpose of determining the efficient installation of new or upgraded systems.
- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of electrical problems or failures for the purpose of identifying equipment and/or systems repair.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
- Installs electrical system components (e.g. lighting, alarms, electrical panels, switches, circuits, scoreboards, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.
- Monitors electrical systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Oversees outside contractors (e.g. new school sites, electrical system upgrades/expansions, major remodels, etc.) for the purpose of ensuring that the projects are satisfactory completed and within district specifications.
- Participates in meetings, workshops, training, and seminars, as assigned 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 written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs electrical components and/or systems (e.g. motors, circuits, transformers, generators, compressors, switches, etc.) for the purpose of ensuring a safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.

- Transports a variety of tools, equipment and supplies 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.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; 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 a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data 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.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and in a clean atmosphere.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-employment Drug Screening
Pre-employment Physical Exam

Certificates and Licenses

Electrician's License
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Occasionally as need to perform changing functions of the position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 8

