

ELECTRICIAN

Purpose Statement

The job of Electrician was established for the purpose/s of installing, repairing, maintaining and upgrading electrical systems and equipment; identifying repair and/or replacement needs; assisting other skilled trades; providing necessary information on the proper uses of the equipment; and ensuring adequate materials are available to complete assignments in a timely manner.

This job is distinguished from similar jobs by the following characteristics: specific education requirements (see "Education" on page 2) include formal programs of study (i.e. apprenticeship programs, etc.) which are equivalent to a Community College degree or Vocational School degree or certificate.

This job reports to Supervisor - Electrician

Essential Functions

- Assists in repair and installation in other areas of maintenance within the district or county for the purpose of completing projects and work orders efficiently.
- Coordinates with supervisor administration, staff and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses problems and/or failures for the purpose of identifying electrical equipment and/or systems in need of repair and/or replacement .
- Informs supervisor regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with health and safety regulations.
- Inspects facilities, systems and their components for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Installs and maintains network systems for the purpose of providing network access to individual computer work stations.
- Installs electrical systems and their component parts (e.g. switches, panels, circuits, scoreboards, parking lights, stage lights, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Maintains vehicle, tools and equipment for the purpose of ensuring the availability of item in safe operating condition.
- Prepares written materials (e.g. daily paperwork/log, time and materials, specifications, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Repairs various items, systems and/or components (e.g. interior/exterior lights, fixtures, electrical services/panels, ballast, etc.) for the purpose of ensuring that items are available and in safe working condition in compliance with National Electrical Code, State Code, and Natrona County Public School policies, regulations and manufacturers specifications.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items to complete the necessary installation/repair.
- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) 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 multiple, technical tasks with a need to periodically 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 and detailed records; and adhering to safety practices and state and county building codes.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in installation, troubleshooting, maintenance, diagnosis and repair of electrical systems/sub-systems; troubleshoot/maintain mechanical, electrical, environmental systems/sub-systems including control/balancing these systems; pertinent codes, policies, regulations and/or laws; and blueprints and schematics.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety 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 utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is 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; working independently; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 30% walking, and 55% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within specialized field is required.

Education Community College and/or Vocational School degree with study in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

City, County and State Journeyman's License
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

16 hours of code training upon each license renewal.
Asbestos Certified

Clearances

Criminal Justice Fingerprint/Background Clearance
MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

11/8/2010

Salary Grade

Classified 64

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____