

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: ELECTRICIAN I MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under direct supervision, performs semi-skilled work in the maintenance, installation and repair of electrical systems, public address systems, fire alarm systems, CATV systems, scoreboards, irrigation controls, water/sewer controls, clocks, and generator systems. Work includes the independent performance of less technical tasks of the electrical trade for which detailed instructions are available. As experience is gained, more technical tasks are performed under supervision. Simple problems are resolved by the employee with more complex problems referred to superiors. Employee must exercise independent judgment and initiative in performing assigned duties. Employee must also exercise tact and courtesy in contacts with school officials and various department heads. Reports to an Electrician II and/or Electrical Foreman.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs minor repairs to electrical systems and equipment.

Assists in the installation of fixtures, outlets, and switches, and in making wire connections.

Assists in the cutting, threading, and bending of conduit and pulling of wire through conduit.

Assists in the replacement of defective wiring.

Assists in troubleshooting and replacing faulty electrical components.

Performs repair tasks on a variety of electrical system including fuses, breakers, panels, branch circuits, light switches, receptacles, exhaust hood fans, motors and all other electrical system equipment.

Performs semi-skilled electrical work.

Helps install, maintain, and repair public address systems, fire alarm systems, clocks, well pump systems, sewer 1.A systems, CATV systems, scoreboards, irrigation controls and generator systems.

Request, maintain and is responsible for the inventory and accountability of material, tools, repair parts and equipment assigned and that is issued for use.

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Inventory all tools and equipment quarterly and submit results via the appropriate supervisor(s) to the Director for consideration .

Responsible for the ensuring assigned automotive equipment is operated and maintained as outlined in applicable district's procedures.

Responsible for having a general working knowledge of the departments work order system and the document flow associated with that system.

Must have general knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by vocational training in electrical field, and some experience in electrical maintenance; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENT

Possession of valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including core drills, cherry pickers, scaffolds, electrical tools, etc. Must be physically able to operate motor vehicles. Must be able to exert up to 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Requires the

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ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read work orders, logs, diagrams, blueprints, schematics, etc. Requires the ability to prepare activity logs and reports according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English, and electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

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KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of electrical systems, equipment, and fixtures.

General knowledge of approved electrical methods, practices, code requirements and safety standards.

General knowledge of the tools and equipment used in the installation and repair of electrical wiring systems and controls in school system buildings and facilities.

General knowledge of the occupational hazards and safety precautions of electrical work.

Some skill in the use and care of hand and power tools and equipment necessary to perform electrical installation and repair tasks.

Ability to maintain and make minor repairs on electrical systems.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.