

# **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

## **JOB TITLE: ELECTRICIAN II MAINTENANCE DEPARTMENT**

### **GENERAL STATEMENT OF JOB**

Under general supervision, performs skilled electrical work and provides leadership in the installation, maintenance, and repair of electrical systems, public address systems, fire alarm systems, CATV systems, scoreboards, irrigation controls, water/sewer controls, clocks and generator systems. Work involves repairing, installing, inspecting and maintaining the electrical, communication, and related systems in school facilities. Work also involves reviewing the work of semi-skilled electricians to maintain system adherence to all related codes and regulations. Work assignments are performed in accordance with accepted practices, and employee is expected to resolve most problems independently. Employee must exercise independent judgment and initiative in performing assigned duties. Employee must also exercise tact and courtesy in contacts with school officials, contractors and various department heads. Reports the Electrical Foreman.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Tests malfunctioning electrical and/or electronic systems and equipment.

Repairs, installs, inspects, services, repairs, and maintains the electrical, communication, and related systems in school facilities.

Installs, maintains, alters, and repairs wiring, electrical devices, machinery and equipment.

Measures, cuts, threads, bends, assembles, and installs conduit.

Draws wire through conduit and completes necessary splicing, soldering, and application of friction tape.

Installs and connects equipment to wiring systems.

Replaces damaged or broken wires and cables.

Replaces faulty electrical components.

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

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Installs, maintains and repairs public address systems, fire alarm systems, clocks, well pump systems, sewer lift systems, CATV systems, scoreboards, irrigation controls and generator systems.

Inspects requests for service to determine cause of electrical problems and needed work.

Prepares a list of estimated requirements of materials, tools and equipment, including amount, quality and type needed, and presents for approval.

Performs skilled electrical work in addition to inspecting the work of semi-skilled workers.

Assists in the installation and repair of telephone systems and security systems.

Aligns, adjusts, and calibrates equipment according to specifications.

Must have considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, and other departmental procedures developed and implemented.

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

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.

Troubleshoots computer control lighting, panels and ballast.

Troubleshoots motion sensor control systems, solar power systems and computer control motor starters.

### **ADDITIONAL JOB FUNCTIONS**

Will possess and maintain a pager and NexTel for 24 hour on call service support.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school supplemented by vocational training in electrical field and five (5)

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years of experience in electrical maintenance; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a valid N.C. Electrical Contracting License or equivalent and combination of training experience. Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. 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 a motor vehicles. Must be able to exert up to 150 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 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, simple reports, etc., 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.

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**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 to 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.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of electrical and electronic systems, equipment, and fixtures.

Considerable 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 knowledge of the principles of supervision, organization and administration.

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

Skill in identifying origin of electrical problems.

Ability to install, maintain and repair electrical systems, public address systems, CATV systems, scoreboards, irrigation controls, clocks, generator systems, water and sewer control systems.

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Ability to estimate manpower and material requirements for individual projects.

Ability to follow oral and written instructions.

Ability to read and interpret blueprints and schematic drawings.

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.