

## **ELECTRICAL/MAINTENANCE WORKER**

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### **Purpose Statement:**

The job of Electrical/Maintenance Worker is done for the purpose/s of maintaining and overseeing all aspects of electrical maintenance within the school district; providing a safe and operational learning environment for students, staff and public; maintaining a preventive maintenance program; and resolving immediate operational and/or safety concerns.

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### **Essential Functions**

- Coordinates other trades as needed for the purpose of completing projects and work orders efficiently.
- Estimates time and materials for various items for the purpose of maintaining stock and materials for electrical maintenance of facilities.
- Inspects facilities, systems and their components (e.g. building wiring, electrical fixtures, etc.) for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Installs system component parts, classroom and office equipment and facility components (e.g. electric motors, lighting circuits, electrical control equipment, transformers, conduit systems, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Maintains tools and equipment for the purpose of ensuring the availability of items in safe operating condition.
- Prepares documentation (e.g. requisitions, drawings, reports, logs, etc.) for the purpose of providing written support and/or conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Repairs various items, systems and/or components requiring skills electrical maintenance (e.g. electrical appliances/fixtures, lighting circuits, electrical service to portable classrooms, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds emergency situations 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**

- Assists other trades as may be required for the purpose of supporting them in the completion of their work activities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, materials, tools and equipment used in electrical work; National Electric Code, the Electrical Safety Orders of the Division of Industrial Safety local building codes pertain to electrical work; electrical formulas and single/polyphase circuits; safety practices and procedures (working with live AC/DC voltages).

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 operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, 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 abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained 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 is often required to perform the job's functions. There is a continual opportunity to significantly 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; frequent climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some hazardous conditions and in a clean atmosphere.

**Experience** Job related experience within specialized field is required.

**Education** High School diploma or equivalent.

**Required Testing**

Pre-Employment Drug Screening  
 Pre-Placement Physical Exam  
 Pre-Employment Proficiency Test

**Certificates & Licenses**

Valid State Driver's License & Evidence of Insurability

**Clearances**

Criminal Justice/Fingerprint Clearance  
 Tuberculosis Clearance

**Continuing Educ./Training**

None Specified

**FLSAStatus**

Non Exempt

**Approval Date**

8/10/16

**Salary Grade**

Clsfd 28