

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS
POSITION DESCRIPTION SUMMARY FORM**

TITLE: **SPECIALIZED MECHANIC-ELECTRICIAN**

QUALIFICATIONS;

High School Diploma or GED equivalency required.
Minimum 6 years previous experience in the repair and maintenance of electrical equipment and systems.
Knowledge in the application of methods, techniques, and tools related to computer networking systems.
Knowledge in the application of methods, techniques, and tools related to the electrical, plumbing refrigeration, and HVAC trades.
Ability to work from schematics, specifications, rough drafts, and oral instructions.
Must have a general knowledge in plumbing, standard piping practices, and metal work.
Ability to work from blueprints, specifications, rough drafts, and oral instructions.
Ability to comply with safety rules and regulations in relation to the job.
Valid VA Journeyman Electrician's Card at the minimum.
Must have electrical knowledge and capable of reading schematic wiring diagrams effectively.
Ability to work and carry out duties without supervision.
Must have a valid Virginia driver's license.

REPORTS TO: Director of Facilities/Operations/New Construction

JOB GOAL: To provide for the ongoing care and functioning of facilities, and to maintain optimal environmental conditions. To provide skilled work at the Journeyman level in the area of electrical communication, electricalequipment maintenance, and electrical distribution to instructional areas, offices, business machines and computer network systems.

PERFORMANCE RESPONSIBILITIES:

1. Performs skilled work at the journeyman level in the electrical inspection, installation maintenance, repair and replacement. Work is performed under general supervision without specific instruction.
Receives daily work orders from supervisor.

2. Inspects generators, emergency lights, time clocks, fans, circulation pumps, hot water heaters, fire alarms, panel boxes and other electrical items on a regularly scheduled basis.
3. Wires and rewires buildings; makes additions to existing wiring; trouble shoots variety of electrical problems.
4. Installs, repairs and maintains a wide variety of electrical items, including additional receptacles, lights, power poles, AC units, heaters, hot water heaters, phone jacks, computers, panels, circuits, bells, fire horns, environmental control systems, outside lighting, etc.
5. Repairs stage equipment, shop equipment, power tools.
6. Works with other maintenance workers, school officials, and staff to resolve maintenance problems.
7. Perform skilled work on the Journeyman level in the installation, maintenance, and repair of computers, audio-visual equipment, office and business machine and computer network systems.
8. Perform preventative maintenance on office, audio-visual, and computer equipment.
9. Order materials as needed and to recommend equipment replacement and purchases.
10. Respond to emergency duty assignments when required by the supervisor.
11. Utilize foresight, concentration, mathematical skills and ability to understand electrical plans and blueprints.
12. Install and maintain electrical and pneumatic control systems.
13. Order materials as needed and recommend equipment replacement and purchases.
14. Respond to emergency duty assignments when required by the supervisor.
15. Perform other duties as assigned by the Director of Facilities/Operations

PHYSICAL REQUIREMENTS:

Must be physically fit and able to perform each essential duty satisfactorily. Required to use hands to handle or feel objects, tools or equipment, reach with hands and arms, stool, kneel, crouch, or crawl. Required to stand, sit and climb or balance. Must be able to frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include vision and depth perception.

TERMS OF EMPLOYMENT: 12 month contract, Specialized Mechanic
Salary Scale as approved by the School
Board.

EVALUATION: Performance of this job will be evaluated in accordance
with provisions of the School Board's policy on
Evaluation of Personnel.