



Gaston County Schools

Maintenance Mechanic Foreman - Electrical

Definition

This position supervises, organizes, and participates in a variety of specialized technical duties in the installation, maintenance, and repair of electrical systems and equipment; within budget.

Employee is responsible to post N.C. Limited Electrical Contractor's license in the name of Gaston County Schools (GCS). The license must be surrendered to GCS and cannot be used for personal gain. The employee will lead and supervise the Electrical section of Facility Services and perform skilled, journeyman level work as a licensed electrician and qualify Gaston County Schools for electrical permits. The employee will perform skilled, journeyman level work with substantial variety and supervise other skilled workers in the repair, maintenance, and installation of primary and secondary electrical systems, equipment, fixtures, and food service equipment. The employee resolves most problems independently, contacting the Manager or Director when indicated. The employee will also be responsible for evaluation of existing facilities and assist supervisor in preventive maintenance planning and budgeting. Employee functions as lead worker for electricians. Employee receives limited supervision.

Duties and Responsibilities

- Supervises the work of the electrical staff.
- Troubleshoots and identifies plans of action for electrical personnel in the field.
- Schedules and prioritizes work of electrical department and staff.
- Processes work-orders, safety records, and maintenance records for the electrical department.
- Inspects and supervises the work of all electricians and apprentice electricians; reports all outstanding and/or unsatisfactory work and/or behavior to supervisors.
- Work assignments result from discussions or written instructions from a supervisor and are in terms of objectives to be accomplished.
- Interprets prepared sketches, diagrams, schematics, and blueprints. Work assignments are performed in accordance with accepted practices.
- Blueprints may accompany large installation jobs; however, the employee is expected to plan layout, draw complementary sketches, supervise and carry out work to its completion.
- Installs and connects equipment to wiring systems.
- Replaces faulty electrical components.
- Ability to plan, lay out work, and develop designs from rough sketches and oral instructions.
- Tests malfunctioning electrical systems and equipment.
- 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 connections to make circuits complete.
- Replaces damaged or broken wires and cables.
- Performs related and other duties as assigned.
- Locates and corrects defects in electrical systems and equipment.

Knowledge, Skills and Abilities

- Considerable knowledge of the standard practices, materials, and processes of the electrical trade and codes.
- Considerable knowledge of the design, installation, and maintenance of electrical instruments, apparatus, and equipment.



Gaston County Schools

Maintenance Mechanic Foreman - Electrical

- Considerable knowledge of the practices, methods, materials, and equipment used in the repair, maintenance, and installation of commercial kitchen equipment such as dishwashers, steamers, deep fryers, etc.
- Knowledge of the occupational hazards and related safety precautions of the work and applications of all personal protective equipment.
- Ability to estimate time and material necessary to complete assigned tasks.
- Ability to troubleshoot, diagnose, and repair complex electrical problems.
- Ability to communicate effectively with school administrators, staff, supervisors, students, employees, and general public.
- Ability to follow oral or written instructions.
- Ability to operate vehicles safely.
- Ability to maintain routine records.
- Ability to carry out actual journeyman level work assignments as required, accomplishing department goals.
- Skill in the use and care of tools and equipment necessary for electrical work.

Desirable Education and Experience

- High School graduate or GED preferred.
- Five (5) years of experience in performing the full range of journeyman level tasks associated with primary and secondary electrical work and understanding of the maintenance and repair requirements of commercial kitchen equipment.
- Four (4) years experience in supervision of other skilled employees.
- NC Electrical License. Foreman shall assign his/her license to Gaston County Schools qualifying the School System to draw electrical permits. Foreman shall supervise said work in accordance with State requirements. The costs of maintaining said license and qualifier status will be borne by Gaston County Schools.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.
- Must be able to perform very heavy work, exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to lift objects. Frequently required to handle/work with risks for job-related injury, especially high voltage, 600 v. rate equipment, category IV.
- Must possess the visual acuity to operate required equipments and motor vehicles, use measurement devices, and inspect work for accuracy, thoroughness, and adherence to work standards and instructions.
- Completes some work on site necessitating being physically able to work off ladders, lifts, work in crawl spaces, above ceilings and on roofs, etc. under prevailing environmental conditions.

Special Requirements

- This employee must hold an electrician's license based on State requirements as directed by the North Carolina Board of Electrical Examiners. This license will "qualify" Gaston County Schools to draw local building permits. Personal use of this qualifying license is not permitted.



Gaston County Schools

Maintenance Mechanic Foreman - Electrical

- Employee must possess or be able to obtain and maintain an appropriate driver's license recognized by North Carolina for the weight and type of vehicles operated as required by the Department of Motor Vehicles. Employees are governed by Gaston County Board of Education Policy Code(s): 6335/7270/7260, "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 offenses.
- Some occasional overtime and weekend work may be required, depending on workload or work requests.
- Employee shall take non-restricted calls no more than once every eight weeks for one week.
- Provides support to other trades and work groups as needed in the operation of Gaston County Schools.

Certification/Licensure Compensation – not to exceed twelve percent (12%)

This position may be eligible for up to 12%:

Electrical License (any level)	12% increase
Fire Alarm System Inspector	9% increase
Security Installer	2% increase

This Position Reports to: MEP Manager

Salary: Entry Level Grade 64-1, Step 00

Classification: Non-Exempt

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 perform this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY: Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Complete online application

The following documents must be uploaded to online application:



Gaston County Schools

Maintenance Mechanic Foreman - Electrical

- Updated résumé
- Three completed current Classified Reference Surveys (from non Gaston County Schools employees and not from family members) in AppliTrack application or three written current, dated letters of recommendation or a combination of the two
- Copy of certifications/licenses
- Verification of highest level of education

Qualified inside and outside applicants should mail or email letter of interest and résumé to:

Harry Irby
Director of Facilities
PO Box 1397
Gastonia NC 28053
Email: hmirby@gaston.k12.nc.us