



Job Title: Electrical - Apprentice

Pay Grade: Auxiliary - 2

Reports to: Supervisor

Revised: 1/23/2024

Dept./School: Maintenance

Primary Purpose:

The role of a general shop journey is to assist the general shop lead in completing all work assigned to the general shop and to guide and train the apprentice.

Qualifications:

- High school diploma or equivalency
- Hold a valid Texas Driver's License and maintain a good driving record.
- Preferred one year experience in the electrical field.
- Preferred to have basic knowledge of electrical equipment.
- Working with hand tools

Duties:

- Maintain and inspect tools.
- Provide great customer service with a positive attitude.
- Check in and out daily with the Electrical Supervisor
- Required to work at various heights, in awkward positions, or tight spaces.
- Open and close work orders through computers or I-pads
- Process completed paperwork, reports and purchase orders as needed.
- Order materials as needed to complete work assigned.
- Load and unload materials and equipment as necessary
- Be able to lift up to 50 lbs.
- Work with other trades and shops on various projects, or work orders
- Keep all work areas clean. Thorough clean up should be done at the end of all completed work.
- Always conform to the OSHA Safety industry standards
- Conform to the District's and Facilities department policies.
- Perform other duties as assigned.
- Be available for emergency response and support, i.e., duties may require overtime, weekends, late night work and holiday work to perform the tasks required by AISD if an emergency arises.
- Must be willing to gain knowledge of codes and standards pertaining to the installation of electrical systems.
- Must have knowledge of experience with and/or willing to learn:
 - Inspection and testing of electrical lighting, signal, communications and power circuits and equipment.
 - Be able to isolate defects in wiring, switches, motors, and other electrical equipment, using suitable testing equipment.
 - Be able to examine and test elements of electrical systems to locate obvious faults, such as blown fuses, short circuits, broken wires, loose connections and worn motor brushes.



- Be able to replace faulty switches, sockets, plugs, fuses, insulators, and other simple elements of electrical systems, fixtures, and appliances.
- Be able to renew circuits either by isolating and cutting out defective wiring and replacing it with new wiring, or by slicing ends of broken wires.

Major Responsibilities and Duties:

- Maintains a functional awareness of the typical hazards of the workplace as well as the special hazards that may be encountered by the trade. Promptly report accidents on the job. Prepare and submit accident reports to Supervisor. Responsible for adhering to policies, practices, and procedures on safety and operational instructions. Comply with rules and regulations applicable to building codes.
- Keep all equipment and tools operating properly, safely and in accordance with applicable codes and related safety regulations and recommendations.
- Support board and administrative policies and decisions
- Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette, personal appearance, possess excellent communication and interpersonal skills.
- As assigned; repair, construct, and install electrical and related systems and components. Repair/replacement of electrical systems for all AISD facilities
- Performs work according to codes, manufacturer's specifications, Department and trade guidelines and standards.
- Willing to learn to read and interpret blueprints, specifications, shop drawings, schematic manufacturer's specs, and other reference materials to determine appropriate job requirements and procedures. Reads and interprets blueprints, specifications, shop drawings, schematic manufacturer's specs, and other reference materials to determine appropriate job requirements and procedures.
- Duties also include assisting in other miscellaneous systems and components such as appliances, scoreboards, pa and other communication systems, computer and network wiring and support, alarms, bells, clocks, etc.
- Must be willing to develop an understanding of plans and specifications and electrical symbols and nomenclatures.
- Continue to learn and develop in the field.
- Willing to acquire job related license(s) that may be required.
- May be required to obtain an asbestos license, lead management or other license(s) as deemed necessary.



Working Conditions:

- Work with frequent interruptions
- Frequent standing, walking, and sitting for prolonged periods of time.
- Assembling and moving ladders, scaffolding, trailers, compressors, etc.
- Lifting and carrying up to 50 pounds
- May be required to wear a respirator and pass appropriate pulmonary physical.
- Exposure to noise and communicable diseases
- Extreme cold/heat
- Exposure to wet and humid conditions
- Work in confined spaces
- Exposure to odors and gases
- Tolerate exposure to grasses and other outside environments.

Mental Demands/Physical Demands/Environmental Factors:

- **Mental Demands/Physical Demands/Environmental Factors:**
- **Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment
- **Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping
- **Motion:** Moderate walking
- **Lifting:** Regular light lifting and carrying (less than 15 pounds)
- **Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

Regular Attendance

Wage/Hour Status: Hourly

Pay Grade: Auxiliary - 2

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.



EMPLOYEE SIGNATURE _____ Date: _____