

## **Aledo ISD Job Description**

### **Maintenance Office**

---

Employee's Name (Please Print)

**Electrician**

Rev. 10/24/2022

---

**Reports to:** MEP Lead

**Primary Purpose:**

Under general supervision, maintain, repair, and install electrical systems, services, and equipment for the district. Maintain and provide for the safe condition and operation of all electrical fixtures and systems in district facilities.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

Valid Journeyman Electrical License with the State of Texas

Valid Texas driver's license

**Special Knowledge/Skills:**

Knowledge of electrical circuits and wiring and operating principles of motors

Knowledge of local electrical codes

Ability to read blueprints, schematics, and written reference material

Ability to follow written and verbal instructions

Ability to perform mathematical calculations

Ability to diagnose and resolve problems

Ability to use hand and power tools

**Experience:**

Five years' experience in electrical field

**Major Responsibilities and Duties:**

**Maintenance and Repair**

1. Install and repair wiring, electrical fixtures, power equipment, and components of machinery and equipment following electrical code, manuals, specifications, schematics, and blueprints.
2. Install and repair control and distribution apparatus, including motors, relays, switches, thermostats, circuit-breaker panels, etc.
3. Install and connect power supply wiring, cables, conduit, and electrical apparatus for machines and equipment in new and existing facilities following diagrams, schematics, or blueprints.
4. Diagnose and resolve problems in electrical circuits, systems, and equipment using testing instruments and equipment.
5. Test continuity of circuits to ensure compatibility and safety of components using testing instruments.
6. Measure, cut, bend, thread, assemble, and install electrical conduit using rulers, measuring devices, hand tools, pipe threader, and conduit bender.
7. Repair or recommend replacement of electrical appliances, including commercial ovens, ranges, steam tables, washers, dryers, etc.
8. Receive and complete work orders.
9. Select material and hardware and make time and materials estimates.

## Aledo ISD Job Description

### Maintenance Office

**Electrician**  
Rev. 10/24/2022

10. Maintain accurate records on material and labor used.
11. Maintain inventory of district-owned tools, equipment, and materials.
12. Inspect jobs upon completion and ensure areas are clean.
13. Work with building principals and supervisors to complete projects.
14. Detect needed repairs on buildings, grounds, and equipment following established inspection procedures.
15. Respond to emergency calls as needed.
16. Other duties as assigned

#### **Safety**

17. Perform preventive maintenance on tools and equipment.
18. Operate tools and equipment according to established safety procedures.
19. Ensure that equipment is in safe operating condition.
20. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
21. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

#### **Supervisory Responsibilities:**

Lead trade apprentice as needed.

#### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Electrical measuring and testing equipment; hand and power tools to include multimeter, ohmmeter, oscilloscope, and testing equipment; soldering iron; wire puller; pipe bender and threader; hand and power tools (saw, drill, etc.); trencher; jackhammer; concrete saw; ladder; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

**Motion:** Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

---

Employee Signature

Date

---

Supervisor Signature

Date