

**ALLENTOWN SCHOOL DISTRICT
FACILITIES SERVICES DEPARTMENT**

Title: Maintenance Mechanic

Primary Assignment: Electrician

Reports To: Director of Facilities Services or his/her Assistant

General Responsibilities: Performs duties in all areas of the electrical trade and maintains all electrical systems in the Allentown School District in first class working order to insure a safe and pleasant instructional environment.

Qualifications:

1. Applicant must possess a strong knowledge of the repair/installation of all types of electrical systems and electrically powered equipment including, but not limited to, overhead and underground service and service entrance, new construction rough-in, distribution panels, motor controls, switching systems, transformers, lighting systems, emergency systems, stage lighting, scoreboards, etc.
2. Applicant must possess a valid Pennsylvania driver's license.
3. Applicant must possess a Master Electrician's license for the City of Allentown.
4. Alternatives to the above, which the School Board may deem acceptable

Performance:

1. Performs preventive maintenance to electrical systems and recognizes present and/or potential problems which may cause electrical systems to malfunction.

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Performance (continued):

2. Performs preventive maintenance/repairs to electrically operated equipment used by District personnel and returns said equipment to use in a timely manner to minimize down time.
3. Assumes the responsibility of determining the material required for first class repairs/installation of electrical systems and reports same to Facilities Services Department supervisors.
4. Secures needed material and performs all installations/repairs to electrical systems in accordance with industry standards and manufacturer's instructions to render a first class finished product.
5. Takes all necessary precautions to protect students, staff, and the general public from harm when making repairs to electrical systems or operating School District equipment and leaves all work areas clean, neat, and free of debris.
6. Evaluates new products, equipment and techniques as they relate to electrical service and reports same to Facilities Services Department supervisors.
7. Provides guidance and instructions to School District personnel on proper procedures for the operation of electrical systems and equipment in their assigned buildings.
8. Perform other duties as assigned by the Director of Facilities Services or his/her Assistant.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by his job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.