# Durham Public Schools — Maintenance Services
# Job Description — Electrician I

**JOB TITLE:** Electrician I, Level 8

**REPORTS TO:** Electrician II and/or Electrical Foreman

**SALARY:** Based on State and Local Salary Schedules

**STATUS:** Permanent, 12 months, Classified, Nonexempt

**SUMMARY:** Under direct supervision, performs semi-skilled work in the maintenance, installation and repair of electrical systems and equipment. Employee must exercise independent judgment and initiative in performing assigned duties while exercising tact and courtesy with school officials and various department heads.

**RESPONSIBILITIES & DUTIES**

1. Install and repair electrical wiring, fixtures and equipment under the guidance of an Electrician II and/or Supervisor.
2. Assist other electricians as directed by the supervisor or designated Electrician II.
3. Work independently on basic electrical activities as assigned by the Supervisor.
4. Maintain existing equipment and related components; replacing defective ballast and lamps; and troubleshooting fixtures; cut and bend wire and conduit, and pull wire through conduit.
5. Repairs equipment by assessing wiring and piping; determining wiring methods; and installing wiring, conduit, boxes and switches, and providing temporary power for special events. Drill holes for wiring and pull or push wiring through opening.
6. Assist in installing, maintaining, and repairing public address systems, burglar and alarm systems, clocks, well pump systems, sewer, scoreboards, irrigation controls and generator systems.
7. Request, maintain and is responsible for the inventory and accountability of material, tools, repair parts and equipment assigned and that is issued for use.
8. Disassemble defective electrical equipment, replace defective or worn parts and reassemble equipment.
9. Observe the function of equipment to detect needs as far as adjustments, replacements or repairs.
10. Inventory all tools and equipment quarterly and submit results via the appropriate supervisor(s) to the Director for consideration.
11. Responsible for the ensuring assigned automotive equipment is operated and maintained as outlined in applicable district's procedures.
12. Responsible for having a general working knowledge of the departments work order system and the document flow associated with that system.
13. Must have general knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented. Clean work area, machines, tools and equipment.
14. Other related duties as assigned by supervisor and the Director of Maintenance Services.

## KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to operate electric tools and analyzing meters and devices.
2. Ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
3. Ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.
4. Ability to read work orders, logs, diagrams, and to be able to communicate effectively and efficiently in electrical and mechanical terminology with poise, voice control and confidence.
5. Compile simple reports, etc., according to prescribed formats.
6. Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
7. Ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.
8. Ability to inspect items for proper length, width and shape.
9. Ability to coordinate hands and eyes rapidly and accurately in using hand tools.
10. Ability to handle a variety of items such as hand tools.
11. Ability to differentiate between colors and shades of color.
12. Ability to perform under stress and to be able to communicate with persons acting under stress.
13. Have considerable knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.
14. Have considerable knowledge of all department operating procedures to include, but not limited to, the work order procedures, International Standard Organization (ISO) procedures and other departmental procedures developed and implemented.
15. Requires the ability to operate assigned automotive equipment as outlined in applicable District's procedures.

## MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. Graduation from high school supplemented by vocational training in electrical field and five (5) years of experience in electrical maintenance; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.
2. Must possess a valid N.C. Driver's License.

## PHYSICAL REQUIREMENTS: **(what is required to perform the job? Climbing, lifting, standing, twisting, etc. How many pounds: Duration of exertion, etc.)**

1. Ability to exert over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
2. Listed are the frequencies of each physical activity required in the performance of the essential functions associated with this job.

| **F -Frequently**<br>From 1/3 to 2/3 of the time | **O- Occasionally**<br>Up to 1/3 of the time | **R- Rarely**<br>Less than 1 hour per week | **N- Never**<br>Never occurs |
|---|---|---|---|
| **PHYSICAL ACTIVITY** | | **NON-PHYSICAL DEMANDS** | |
| Climbing/Balancing | **F** | Time Pressure | O |
| Crawling/Kneeling | **F** | Emergency Situation | O |
| Walking | **F** | Frequent Change of Tasks | O |

| | | | |
|---|---|---|---|
| Running | **R** | Irregular Work Schedule/Overtime | O |
| Standing | **F** | Performing Multiple Tasks Simultaneously | F |
| Sitting | **O** | Working Closely with others as part of a Team | F |
| Bending/Stooping | **F** | Tedious or Exacting Work | F |
| Lifting/Carrying | **F** | Noisy/Distracting Environment | F |
| Grasping/Twisting | **F** | Other (see 2 below) | F |
| Reaching | **F** | | |
| Pushing/Pulling | **F** | | |
| Fingering/Typing | **O** | | |
| Others | | | |

## ENVIRONMENTAL FACTORS:

| C Continuously | F Frequently | O Occasionally | R Rarely | N Never |
|---|---|---|---|---|

-Health and Safety Factors-

| | |
|---|---|
| Mechanical Hazards | C |
| Chemical Hazards | F |
| Electrical Hazards | C |
| Fire Hazards | O |
| Explosives | R |
| Communicable Diseases | O |
| Physical Danger or Abuse | O |
| Other (see 1 below) | R |

| D Daily | W Several Times Per Week | M Several Times Per Month | S Seasonally | N Never |
|---|---|---|---|---|

-Environmental Factors-

| | |
|---|---|
| Respiratory Hazards | S |
| Extreme Temperatures | S |
| Noise and Vibration | M |
| Wetness/Humidity | S |
| Physical Hazards | D |

## PRIMARY WORK LOCATION:

| | | | |
|---|---|---|---|
| Office Environment | | Vehicle | |
| Warehouse | | Outdoors | X |
| Shop | | Other (see 3 below) | |
| School/Administrative Buildings | | | |

**RESOURCE REQUIREMENTS: (Place an X by what is required)**

___ Laptop __x__ Desktop computer (may be docking station with laptop) __x__ e-mail address
x__ Outlook ___ VPN __x__ Cell phone ___ Pager
__ Two-way radio ___ iPad __x__ Office phone ___ Fax __x__ Printer
x__ 5 digit extension ___ 10 digit telephone number __x__ District vehicle ___ AS400
SharePoint __x__ Software (list Microsoft office, Adobe) ___ Audio recording device
__x__ Website access __x__ Building access key/code (for necessary building access during non –traditional hours)

**PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED:**

__x__ Hard hat __x__ gloves __x__ flash protective equipment suit occasionally
__x__steel toe shoes __x__ safety glasses __x__ safety vests

**MACHINES, TOOLS, EQUIPMENT:**
__x__retrieving devices __x__Ladder __x__ fork lift,__x__ crane truck __x__ hoist
__x__ scissors lift __x__pipe benders__x__ metering devices

***OPTIONAL:*** Wi-Fi hotspot to access VPN while away from their workstation (the person may already have his/her own access)

**DISCLAIMER:**

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

_____ _____

Signature Date