



**Our Vision**  
Excellence in Student Achievement

**Our Mission**  
Providing Outstanding Educational Opportunities Through Shared, Committed Responsibility

**Our Values**

- Students Come First
- Intentionality
- Responsibility
- Great People Matter

**School District Personnel Description**

<b>Position Title:</b>	<b>Lead Mechanic - Electrician</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Office of Supportive Services</b>
<b>Reports To:</b>	<b>Manager of Maintenance</b>

**SUMMARY:**

Repair, maintain and inspect all electrical aspects of facilities while ensuring safety and compliance by following electrical code, manuals, specifications, schematics and blueprints.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Install and repair wiring, light fixtures, power equipment, control and distribution systems and components.
- Maintain all electrical aspects of facilities from main switch gear to individual circuits.
- Diagnose and resolve problems in electrical circuits, system and equipment; test continuity of circuits to ensure compatibility and safety.
- Install and connect power supply wiring, cables, conduit and electrical equipment.
- Measure, assemble and install electrical conduit utilizing measuring devices, hand tools, pipe threader and conduit bender.
- Repair, maintain and inspect fire alarm systems, scoreboards, door access and security systems.
- Identify needed repairs on buildings, grounds, and equipment following established inspection procedures.
- Utilize aerial lifts and scaffolds as needed for various projects.
- Review and complete electronic work orders in work order system providing detailed, accurate information upon completion.
- Frequently monitor email communication and respond accordingly in a timely manner.
- Complete monthly safety training.
- Maintain regular attendance.

**JOB SPECIFIC SKILLS AND ABILITIES:**

- Ability to establish and maintain effective working relationships with fellow maintenance employees, students, staff and the community.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Ability to perform basic computer skills including knowledge of Microsoft Office products and Google systems.

### **ESSENTIAL SKILLS AND ABILITIES:**

- Work collaboratively with EVSC employees, vendors and community partners in a teamwork-driven environment
- Strive to be innovative in continuously improving processes for district-wide success
- Provide excellent service in all forms of communication with a results-oriented customer-driven focus
- Successful in working effectively and efficiently in a high pressure, time-sensitive environment
- Ability to internally motivate, think critically, and initiate strategic improvement
- Exude a positive and dependable work ethic
- Highly organized with attention to detail

### **SUPERVISORY RESPONSIBILITIES:**

None.

***QUALIFICATION REQUIREMENTS:*** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION AND/OR EXPERIENCE:**

High school Diploma or general education degree (GED)

Completed approved electrical apprenticeship program or equivalent experience required  
Must possess knowledge, skill, ability and efficiency of all electrical aspects. Knowledge of current electrical codes and ordinances as well as the ability to read blueprints, schematics and written reference material required.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Journeyman Electrician license

Valid driver's license with good driving record

### **LANGUAGE SKILLS:**

- Ability to read and interpret documents such as blue prints, safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before small groups of employees of organization.

### **MATHEMATICAL SKILLS:**

- Ability to calculate figures and amounts such as pricing, discounts, proportions, percentages, area, circumference and volume.
- Ability to read tape measure and calculate in feet, inches and fractions.
- Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exist.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or

schedule form.

**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 will frequently be required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a tool box. Occasionally the employee will lift and/or move up to 90 pounds such as lawn mower engines, truck transmissions and starters. The employee will sometimes push/pull items such as carts of truck engines and/or transmissions. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus, Employee is occasionally required to perform the same hand, arm or finger motion many times. Employee may be required to work in confined spaces.

**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 regularly works indoors and outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and will occasionally will work irregular or extended hours. The noise level in the work environment is usually moderate and occasionally will work in a loud area. Employee may be required to work in confined spaces.

#### **Americans with Disabilities Act (ADA)**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA). The job description is not an exhaustive list of the duties performed for this position and it does not serve to proscribe or restrict the tasks that may be assigned or changed by management.

#### **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the Evansville Vanderburgh School Corporation not to discriminate on the basis of race, color, religion, gender, sexual orientation, veteran status, genetic information, national origin, age, limited English proficiency, or disability in its programs or employment policies as required by the Indiana Civil Rights Law (I.C.22-9- 1), Title IV, and Title VII (Civil

Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), the Genetic Information Non-Discrimination Act and Section 504 (Rehabilitation Act of 1973).

Date: 3/2/18