



**PLEASE POST**

**POSITION AVAILABLE**  
**GALENA PARK INDEPENDENT SCHOOL DISTRICT**

**Position:** **Journeyman Electrician (Licensed)**

**Description:** 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.

**Salary:** Based on Experience

**Length of Assignment:** 260 Days

**Qualifications:**

**Minimum Education/Certification:**  
GED/High School Diploma Preferred  
Valid Texas Drivers License Class C; insurable by district's insurance carrier  
Valid Texas Journey Electricians License

**Special Knowledge/Skills:**  
Knowledge of electrical circuits 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

**Minimum Experience:**  
Five years experience in electrical field preferred.

\*\*\* JOB DESCRIPTION ATTACHED \*\*\*

**Deadline:** **OPEN UNTIL FILLED**

**Contact** Charles Miller, Director of Maintenance  
Galena Park Independent School District  
1101 Holland, Galena Park, TX 77547  
[cmiller@galenaparkisd.com](mailto:cmiller@galenaparkisd.com)

**Application:** **Internal (In District) Applicants – Please click on the link below to create an account and upload your current Letter of Interest and Resume:**  
<https://www.applitrack.com/galenaparkisd/onlineapp/>

**Out of District – Please click the link below to submit an application:**  
<https://www.applitrack.com/galenaparkisd/onlineapp/>

## **JOB DESCRIPTION**

**JOB TITLE:** Journeymen Electrician (Licensed)      **PAY GRADE:** 411

**REPORTS TO:** Director for Maintenance      **WORK DAYS:** 260

**DEPT./SCHOOL:** Maintenance Department      **DATE REVISED:** 08/2024

**WAGE/HOUR STATUS:** Non-Exempt

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### **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:**

#### **Minimum Education/Certification:**

GED/High School Diploma Preferred  
Valid Texas Drivers License Class C; insurable by district's insurance carrier  
Valid Texas Journey Electricians License

#### **Special Knowledge/Skills:**

Knowledge of electrical circuits 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

#### **Minimum Experience:**

Five years experience in electrical field preferred.

## **MAJOR RESPONSIBILITIES AND DUTIES:**

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.
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. Perform preventive maintenance on tools and equipment.
17. Operate tools and equipment according to established safety procedures.

**MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:**

- 18. Ensure that equipment is in safe operating condition.
- 19. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- 20. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
- 21. Respond to emergency calls as needed.
- 22. Perform all other duties as assigned.

**EQUIPMENT USED:**

Operate and utilize all types of electrical and diagnostic equipment and a variety of hand and power tools. Operate a boom and bucket vehicle.

**WORKING CONDITIONS:**

**Physical Demands:**

Reading, ability to communicate effectively (verbal & written)

**Physical Demands/Environment Factors:**

Constant walking, standing, climbing; heavy lifting and carrying; constant stooping and bending; occasional power pole climbing. Work outside and inside; work around machines with moving parts; work around moving objects or vehicles; work on ladders and/or scaffolding; exposure to electrical shock, gas, sewage, dampness, humidity, toxic chemicals, explosive environments, and a airborne dust; slippery or uneven walking surfaces, exposure to extreme temperatures and other irritants. Regular attendance. Work irregular hours; occasional prolonged hours.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

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