KLEIN ISD
PROMISE2PURPOSE

JOB TITLE:	Journeyman, Electrician
DATE REVISED:	November 19, 2024
REPORTS TO:	Coordinator, Electrical
DEPARTMENT/CAMPUS:	Facility & School Services: Maintenance
PAY GRADE:	MT7
FLSA:	Non-Exempt

JOB PURPOSE SUMMARY:

This position is responsible for contributing towards reliable facility operations by installing, maintaining, and repairing electrical systems across District facilities, while also ensuring compliance with safety protocols, codes, and standards.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Journeyman Electrician:

1. Assists in coordinating, scheduling, and assisting in the supervision of electrical work projects across all District campuses.
2. Assists in performing inspections of electrical systems and in enforcing safety procedures to ensure adherence to lock-out/tag-out protocols and electrical code regulations.
3. Assists in planning and executing electrical projects including, but not limited to, designing and installing system upgrades.
4. Performs periodic checks and replacements of lamps, ballasts, and emergency lighting systems.
5. Repairs, replaces, or installs lighting fixtures, timers, photoelectric devices, motors, wiring, conduit, outlets, and switches.
6. Lubricates, repairs, or replaces electric motors and performs maintenance on electrical panels and switchgear.
7. Assists with the repair of lifts, roll-up doors, and automatic gates.
8. Conducts routine maintenance and ensures the functionality of emergency lighting and power systems.
9. Provides assistance to other personnel on maintenance projects, as required.
10. Participates in special projects, as assigned.
11. Troubleshoots and diagnoses complex electrical issues to identify root causes and implement effective repairs.
12. Ensures compliance with local, state, and federal electrical codes, conducting inspections and reporting findings to supervisors.
13. Reads and interprets blueprints, schematics, and technical diagrams to guide electrical installations and repairs.
14. Maintains an inventory of electrical supplies and equipment, ensuring availability for scheduled and emergency projects.
15. Provides technical guidance and training to apprentices or less experienced team members, fostering skill development and adherence to safety practices.
16. Collaborates with contractors and vendors to review project specifications and ensure that work meets District standards.
17. Performs preventive maintenance on electrical systems to reduce downtime and prolong equipment life.
18. Supports energy conservation initiatives, including upgrading systems to energy-efficient technologies and monitoring power usage.
19. Operates and maintains specialized tools and equipment, including multimeters, circuit testers, and thermal imaging devices, ensuring their proper use and upkeep.
20. Assists in emergency response operations, addressing power outages, equipment failures, and other critical situations to minimize disruptions.

Compliance:

21. Performs all assigned work activities in accordance with standard procedures and protocols established by the department and District, as well as in accordance with applicable local, state, and federal regulations including, but not limited to, the Occupational Safety & Health Administration (OSHA), National Electric Code, Americans with Disabilities Act, Environmental Protection Agency (EPA), Texas Administrative Code, and Texas Education Code.
22. Demonstrates and maintains proficient and up-to-date working knowledge and understanding of compliance standards and requirements as they relate to workplace safety, electrical safety, energy efficiency, accessibility, hazardous waste material, and other compliance requirements as they relate to the job function.
23. Monitors respective work activity for variances and anomalies.
24. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
25. Assists with audits and the preparation for audits, whether initiated internally or externally, as assigned.
26. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

27. Demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
28. Assists department leadership in the compilation of miscellaneous confidential reports.
29. Attends departmental and organizational meetings, as required.
30. Participates in continuing education programs and related activities to maintain proficient understanding and working knowledge relevant to the job function and trade.
31. Displays integrity, responsibility, accountability, teamwork, and ethics.
32. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols and standard practices.
33. Demonstrates advanced working knowledge and understanding in reading and interpreting electrical schematics, blueprints, technical drawings, and manuals, as well as proper usage, care, and maintenance of tools, equipment, and materials required to safely and effectively carry out all assigned duties.
34. Demonstrates proficient working knowledge and understanding of Microsoft Excel, Word, and Outlook, Google Workspace applications including Google Sheets, Docs, and Slides, and systems that relate to facility management, inventory management, maintenance scheduling, and project planning and execution.
35. Maintains assigned work vehicle, tools, and equipment in clean, safe, and operable condition.
36. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High school diploma or equivalent GED
- Four years of experience working in a same or similar capacity within the plumbing trade
- Active, Valid, In Good Standing, and Duly Obtained Texas State Journeyman Electrician License
- Active, Valid, and In Good Standing Texas Driver's License

CORE KNOWLEDGE, SKILLS & ABILITIES:

Technical Expertise - Demonstrates advanced functional and technical knowledge of electrical systems, tools, and equipment necessary to perform installations, repairs, and maintenance. Applies a deep understanding of electrical codes, schematics, and blueprints to ensure compliance and accuracy in work.

Safety Awareness – Identifies and appropriately addresses hazards in the work environment, following safety protocols, such as lock-out/tag-out procedures, to prevent accidents. Consistently adheres to OSHA regulations and other safety standards relevant to electrical work.

Problem Solving – Diagnoses and resolves complex electrical issues by identifying root causes and implementing effective solutions. Anticipates potential problems and proactively mitigates risks to ensure uninterrupted facility operations.

Attention to Detail – Maintains accuracy and thoroughness in all aspects of electrical work, including installations, repairs, and documentation. Ensures compliance with building codes and district standards by meticulously following procedures and verifying work quality.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires prolonged periods of standing, walking, and working in various physical postures, including frequent climbing, bending, kneeling, crouching, and balancing. Regularly involves lifting, carrying, and/or moving objects weighing up to 50 lbs, as well as extensive use of arms, hands, and legs for installing, repairing, and positioning electrical systems and materials. Tasks may involve working in confined spaces or elevated locations using ladders or lifts. The work environment alternates between indoor climate-controlled settings and outdoor or non-climate-controlled areas. Exposure to diverse and potentially extreme conditions is expected, including fluctuating temperatures, dust, fumes, vapors, odors, and chemical, mechanical, and electrical hazards. Bright light and potential UV radiation exposure from lighting systems or equipment may also occur. This position requires strict adherence to safety protocols, including the consistent use of Personal Protective Equipment (PPE), to mitigate risks associated with the role. This position may also require frequent operation of a motor vehicle on public roadways to travel between District locations as assigned.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number: _____**

Employee Signature: _____ **Date: _____**