



## Para-Professional – Job Description

**Job Title:** Electrician – Journeyman  
(Division of Operations)

**Pay Grade:** SO 7  
220 days - Min \$34,936/Mid \$43,120/Max \$51,322  
226 days - Min \$35,889/Mid \$44,296/Max \$52,721

**Reports To:** Facilities Supervisor

**FLSA Status:** Non-Exempt

**Dept./School:** Division of Operations

**Minimum Duty Days:** 220/226 days

### Primary Purpose:

To support the Division of Operations Department with installation, maintenance, and repairs of electrical systems and services for the district. Maintain and provide for the safe condition and operation of all electrical systems and fixtures in district facilities.

### Minimum Requirements:

- High school diploma or GED.
- Possess and maintain a Valid Texas driver's license with a clear driving record throughout employment.
- Three years of work experience under a master electrician.
- Valid Journeyman Electrician License

### Special Knowledge/Skills:

- Solid knowledge of working with commercial and industrial electrical systems.
- Ability to interpret manufacturer's maintenance and repair manuals and schematics.
- Ability to read blueprints, technical drawings and diagrams along with specifications.
- Knowledge of electrical circuits, wiring and operating principles of motors.
- Knowledge of current electrical codes and ordinances.
- Ability to communicate effectively and professionally with district employees and visitors.
- 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.

### Major Responsibilities and Duties:

1. Install and repair wiring, electrical fixtures, power equipment, control and distribution apparatus, and components of machinery and equipment following electrical code, manuals, specifications, schematics, and blueprints.
2. Works on small to medium size electrical projects due to construction additions/remodeling to existing facilities as directed by the administration.
3. Diagnose and resolve problems in electrical circuits, systems, and equipment and test continuity of circuits to ensure compatibility and safety of components.
4. 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.

5. Measure, assemble, and install electrical conduit using measuring devices, hand tools, pipe threader, and conduit bender.
6. Detect needed repairs on buildings, grounds, and equipment following established inspection procedures.
7. Repair or recommend replacement of electrical appliances, including commercial ovens, ranges, steam tables, washers, and dryers.
8. Receive and complete work orders in a timely manner. Select material and hardware and calculate time and materials estimates. Maintain accurate records on material and labor used.
9. Follows designated procedures for requisition of parts, supplies and contracted repair services.
10. Maintain inventory of district-owned tools, equipment, and materials.
11. Work with campus principals and supervisors to schedule and complete projects.
12. Respond to emergency calls as needed by department administration.
13. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate tools and equipment according to established safety procedures.
14. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
15. Perform preventive maintenance on tools and equipment to make sure that equipment is in safe operating condition.
16. Inspect jobs upon completion and ensure areas are clean.
17. Operates and provides proper care of vehicles and equipment assigned.
18. Demonstrates respectfulness by communicating effectively with fellow coworkers and staff to establish and maintain effective working relationship
19. Maintain professional relationships with fellow coworkers and administrators.
20. Maintain confidentiality of information.
21. Enforces local, state, and federal electrical and life/safety code.
22. Promotes safety and wears personal protective equipment to perform job duties.
23. Follows safety regulations and attends the safety trainings on a regular basis.
24. Must participate in planned in-service training sessions and relevant workshops.
25. Provide coverage for district special events, including nights, weekends, and holidays.
26. Performs any other duties as assigned by Supervisor.
27. Must wear LISD issued uniform when reporting to duty and adhere to the dress code administrative regulation.

### **Supervisory Responsibilities**

None

### **Equipment Used**

Electrical measuring and testing equipment; small hand tools; power tools; calculator; hand trucks; pallet jacks; ladders; scaffolds; man-lifts (scissor lift, boom lift, bucket truck); district vehicles and trailers.

**Mental demands/Physical Demands/Environmental Factors**

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- District/State wide travel
- Exposure to biological hazards
- Prolonged sitting, standing, and walking
- Use hands to handle or feel
- Reach with hands and arms above head
- Balance, stoop, kneel or crouch
- Hearing, speaking clearly and effective
- Exposure to hot and cold weather conditions
- Working prolonged or irregular hours
- Must be able to work on ladders, scaffolds, man-lift devices and on top of building roofs and any other necessary equipment use for performing assigned duties

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*The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

*I hereby acknowledge that I have received a copy of my job description and understand its content.*

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**Employee Name (print)**

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**Employee Signature**

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**Date**