
JOB TITLE: Electrician 2nd Shift (2:00 - 10:30 p.m.)	DEPARTMENT: Maintenance
REPORTS TO: Maintenance Supervisor	FLSA STATUS: Non-Exempt
SALARY GRADE: Pay Band 10	NEXT REVIEW DATE: July 2023

Note: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

POSITION SUMMARY

Full time – Twelve (12) months. Under the general direction of the Maintenance Supervisor, this position performs preventative maintenance as well as repairs and installations for electrical systems and equipment throughout the district. Assignments include working on low to medium voltage systems and equipment and repair and/or installation of fire alarm systems, intercom systems, security alarm systems, optional standby power generators, emergency lighting, timers, photo controls, exhaust fans and motors, 110 and 277-volt circuits, 240 and 480 volt switch gears and related motors.

SPHERE AND SCOPE OF INFLUENCE

This position has district-wide impact. Duties, responsibilities and working hours are subject to change according to the needs of the district. Must maintain a positive and productive working relationship with all district employees, and must possess a working knowledge of maintenance shop areas. Safety policies must be maintained to avoid injuries to staff, students and the public. Environmental policies must be followed. All Board policies will be adhered to.

ESSENTIAL DUTIES

1. Submit craft orders for supplies needed for assigned projects.
2. Run periodic checks and make repairs as needed to existing fire alarm, intercom, and security alarm systems.
3. Have a working knowledge of the work order system.
4. Prepare material lists for assigned projects and advise Maintenance Manager regarding materials needed to complete assignments, and any safety-related concerns.
5. Install fire alarm, security, and low voltage computer wiring systems.
6. Troubleshoot circuit receptacles, lighting, and switchgears.
7. Make repairs to circuit breakers and panels; check amp draw and voltage.
8. Perform preventative maintenance on all electrical systems.
9. Troubleshoot power generators and lighting.
10. Install new circuits and equipment as specified by the National Electrical code.
11. Troubleshoot and repair exterior building and parking lot lighting.
12. Follow-up on contracted electrical services and provide information when necessary to outside contractors.

13. Collaborate with Safety Manager on issues involving environmental and/or safety hazards.
14. Attend electricians' group meetings.
15. Participate in district sponsored learning opportunities and complete all required training on time.
16. Maintain punctuality and regular attendance.
17. All other duties as assigned.

MARGINAL DUTIES:

Perform other job-related duties as requested by Leadperson, Maintenance Foreman, Maintenance Manager, building administrators and managerial staff.

SUPERVISORY RESPONSIBILITIES

This is not a supervisory position.

QUALIFICATIONS REQUIREMENTS

Must be at least 21 years of age and a high school graduate; must have demonstrated excellent job performance and attendance; must possess and maintain minimum Missouri Class E driver's license or equivalent accompanied by an excellent driving record; must be able to safely operate a utility work truck; must have a minimum of three to five (3-5) years' progressive experience in the electrical field; must be able to prioritize duties in a changing environment and meet deadlines; must possess the ability to be a team player; must possess excellent interpersonal and communications skills and the ability to relate to a diverse staff, administration and workforce; must be able to understand and communicate clearly in English - both verbally and in writing- for basic job-related duties and response to safety emergencies as well as follow verbal, written and/or demonstrated instruction; must be computer literate and be familiar with word processing and spreadsheet software (prefer Microsoft Office Suite and Google G Suite programs); must be able to follow instructions and be able to read, interpret and understand construction documents, including shop drawings, electrical/wiring diagrams, blueprints, technical specifications and contracts. Ability to work overtime and respond to 24-hour on-call emergency service.

MACHINES / TOOLS / EQUIPMENT / WORK AIDS

Any item that may be representative of but not inclusive of those commonly associated with this position.

PHYSICAL DEMANDS

Refer to physical demands form for this position.

MENTAL DEMANDS

Must be able to read, learn and respond to a variety of job-related subjects and changing situations as required of this position. Must be able to follow instructions and demonstrate a high degree of common sense and flexibility with work assignments. Must have strong problem solving skills, be able to exercise independent judgment on a daily basis, and be able to utilize excellent time management skills while working effectively with minimum supervision.

ENVIRONMENTAL CONDITIONS

Must be able to work in typical office, shop and/or on-site field conditions and work in all types of weather conditions. Hazards may include a variety of physical conditions such as proximity to moving equipment, fumes, odors, dust, pollen, and other outdoor allergens. Subject to typical building noises and temperature fluctuations commonly associated with working in a maintenance shop.

Approved By:

Director of Facilities

Date

Director of Human Resources

Date