

**WESTERVILLE CITY SCHOOLS  
OFFICE OF HUMAN RESOURCES**



**JOB DESCRIPTION**

**POSITION:** Electrician Specialist

**WORK SCHEDULE:** O138 – 260 Days  
12 Months (July 1 thru June 30), Monday thru Friday, 8 Hrs./Day  
1st Shift: 6:00 AM to 2:30 PM

**REPORTS TO:** Coordinator – Maintenance & Custodial Services

**SUPERVISES:** N/A

**SALARY:** \$30.59 - \$32.40 PER HOUR

**POSTING DATE:** June 18 – July 6, 2025

**JOB SUMMARY:** Responsible for the preventative maintenance, record keeping, troubleshooting and repairs of the district Electrical and Life Safety Systems. Will support co-workers/departments in regards to these systems when executing a primary or secondary function, but not limited to that of their primary role.

**NOTE:** The lists below are not ranked in any particular order of importance.

**QUALIFICATIONS:**

- Fully served and successfully completed an official apprenticeship and/or a 4-Year qualification program in the skilled trade of electrical, journeyman's or equivalent to. The 4-Year qualification program must be approved by the Department of Facilities & Operations and the Department of Human Resources.
- Minimum of 5 years of progressive electrical experience.
- Current Fire Alarm License (State of Ohio) – preferred.
- Detailed knowledge of the maintenance, repair, and construction of electrical & lighting systems.
- Detailed knowledge of the maintenance, repair, and construction of fire alarm systems.
- Detailed knowledge of the maintenance, repair, and construction of communication wiring systems (phone/data wiring).
- Knowledge of applicable electrical codes in the State of Ohio.
- General knowledge of the maintenance and repair of buildings and related systems and equipment.
- Proficient at working with building drawings, specifications, and operating & maintenance manuals.
- Detailed knowledge of OSHA Rules and Regulations for maintenance workers.
- Proficient at using tools and equipment needed in the repair and maintenance of buildings.
- Proficient at operating an aerial lift.
- High School Diploma or equivalent.
- Excellent interpersonal skills.
- Resourceful in analyzing and solving problems.
- Possession of a valid Ohio Driver's License and a good driving record.
- Excellent physical condition as required for lifting (50 lbs.), climbing, crawling, bending, and twisting.

**ESSENTIAL FUNCTIONS:**

The following responsibilities are representative, but not limited to those performed by a Maintenance Specialist (Electrician):

- Diagnose, maintain, repair, and install electrical systems, lighting systems and related equipment (including fire alarm, phone/data wiring).
- Execute a preventive maintenance program for electrical systems, lighting systems (including fire alarm).
- Maintain as-built drawings, and operating and maintenance manuals (including warranties).

- Maintain electrical/lighting supplies inventory.
- Assist in managing electrical/lighting budget.
- Respond to customers' needs as appropriate.
- Maintain Facilities recordkeeping such as: work orders, safety records.
- Maintain applicable safety certifications as required.
- Promote and adhere to environmental & safety policies and practices.
- Maintain a clean and safe work environment.
- Leadership role in the development of a preventive maintenance program for electrical systems.
- Modify the electrical preventive maintenance program based on historical effectiveness.
- Serve as the construction coordinator for electrical contracted service work as assigned by the Maintenance Manager.
- Collaborate with the design team and end user (customer) when coordinating contracted service work.
- Strive to maintain schedule and budget compliance when coordinating contracted service work.
- Leadership role in the development of an electrical training program for maintenance technicians.
- Assist in the instruction of the electrical training program.
- Assist in the development of an electrical budget.
- Establish effective min/max levels for electrical supplies inventory.
- Identify electrical code violations and ensure corrective action to meet code compliance.

## SECONDARY and SUPPORTIVE RESPONSIBILITIES

The following responsibilities are representative, but not limited to those performed by a Maintenance Technician:

- Routine maintenance and repair of district Plumbing, HVAC, Building Structure & Roofing, Doors & Locks, Finishes, district Grounds and snow removal.
- All other duties as assigned.

## EXPECTATIONS:

### LEADERSHIP SKILLS

- **Lead Courageously:** Take responsibility for making decisions and taking action. Champion ideas in the face of challenges. Know when it is appropriate to take calculated risks.
- **Influence Others:** Make compelling and persuasive cases for decisions and proposals.
- **Foster Teamwork:** Value each person's contribution to the team and contribute own fair share of effort to the team's objectives.
- **Champion Change:** Challenge the status quo by seeking continuous improvement in systems, processes, procedures and work ethics.

### INTERPERSONAL SKILLS

- **Foster Open Communication:** Listen effectively and relate to others in an open, friendly and accepting manner. Encourage the open expression of ideas and opinions.
- **Build Relationships:** Develop strong relationships with coworkers and stakeholders. Seek the input of others as appropriate when developing solutions. Ensure that those impacted by the decision are kept informed.

### SELF MANAGEMENT SKILLS

- **Act with Integrity and Trust:** Demonstrate sound business ethics. Build trust with others by following through on commitments. Demonstrate consistency between words and actions. Share in the commitment of our Mission, Vision and Values.
- **Demonstrate Adaptability:** Work effectively under stressful conditions. Adjust to multiple and conflicting demands. Show resilience under ambiguous and changing circumstances.
- **Develop Oneself:** Proactively seek opportunities to personally develop and grow. Actively seek feedback on personal performance and react without defensiveness. Effectively learn from experience. Seek new challenges beyond own responsibilities.
- **Self-Starter:** Demonstrate the capability to identify issues needing addressed outside of issued work orders, minimizing downtime and staying productive in the field during assigned work hours.

## STRATEGIC MANAGEMENT SKILLS

- **Analyze Issues:** Collect relevant performance data and review on a regular basis. Make decisions based on facts and data and understand the financial impact. Evaluate alternate solutions before making decisions.
- **Manage Execution & Deliver Results:** Set high standards for performance. Develop work plans that are effective in meeting performance goals. Accept personal ownership for performance commitments and convey a sense of urgency. Anticipate obstacles and modify plans as necessary to deliver results. Monitor progress.
- **Stakeholder Satisfaction:** Seek to understand our customer's needs, expectations and priorities and deliver quality services that satisfy the customer (strive to exceed expectations).
- **Financial Acumen:** Prepare budgets based on need and maintain budget compliance. Effectively justify variances between budget and actuals. Identify ways to reduce cost and demonstrate savings. Make decisions that enhance the district's financial position.
- **District Focus:** Place a clear priority on delivering a quality education while managing costs. Establish measurable standards for a quality education and manage the delivery to those standards.

## TERMS OF EMPLOYMENT:

Work calendar, salary, and benefits established by Board of Education

## EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel

*This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow instructions and perform duties required by the employee's supervisor(s). All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education and Workforce Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.*

*Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.*

**Revised June 2025**