

JOB DESCRIPTION

Location: MAINT
Effective: Feb. 2014
Approved: AJ



SHELTON SCHOOL DISTRICT #309 Shelton, Washington

MAINTENANCE ELECTRICIAN SPECIALIST

JOB SUMMARY:

The job of Maintenance Electrician Specialist is done for the purpose of providing Level 01 certified electrician services that ensure safety and efficiency in facility operations; maintaining a preventive program; documenting information; and resolving immediate operational and/or safety concerns.

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

Depending upon individual assignment, the Maintenance Electrician Specialist performs all or a combination of several of the following duties. This list of essential functions is not exhaustive and may be supplemented as necessary.

1. Coordinates with other staff for the purpose of completing electrical projects/work orders efficiently.
2. Inspects electrical systems and their components for the purpose of identifying potential repairs and providing an ongoing program of preventive maintenance.
3. Installs electrical equipment for the purpose of maintaining safe and efficient conditions.
4. Prepares documentation for the purpose of providing written support and/or conveying information.
5. Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
6. Repairs systems requiring the skills of a Level 01 Electrician.
7. Responds to emergency situations for the purpose of resolving immediate safety concerns.
8. Transports various items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job sites as required to complete tasks.
9. Assists other personnel as may be required for the purpose of supporting them in the completion of work activities.
10. Designs electrical systems/projects for the purpose of implementing new layouts.
11. Requests quotations for the purpose of providing cost information, purchasing and securing items.
12. Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Prior job related experience in Level 01 Electrician duties.
- Skills to operate hand and power tools used in electrical work, read and interpret plans, blueprints and/or schematics, perform basic math to calculate measurements, quantities, etc.
- Knowledge of methods and use of materials, tools and equipment used in electrical work, appropriate building codes, standards for safe use of equipment.
- Ability to stand for prolonged periods, perform a variety of skilled tasks, understand and carry out oral and written instructions, establish priorities and work independently with minimal supervision. Significant physical abilities include lifting/carrying, pushing/pulling, reaching/handling/fingering, talking/hearing conversations and near visual acuity/depth perception.

Maintenance Electrician Specialist

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WORKING CONDITIONS:

Working conditions for this job includes standing for prolonged periods, performing a variety of skilled tasks, understanding and carrying out oral and written instructions, establishing priorities, working independently with minimal supervision. Significant physical abilities include lifting/carrying, pushing/pulling, reaching/handling/fingering, talking/hearing conversations, near visual acuity/depth perception.

REPORTS TO: Director of Maintenance.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent.

Level 01 Electrician certification.

Prior job-related experience in industry-certified services preferred.

Valid Driver's License and evidence of insurability.

Continued training necessary to stay current on licensing requirements.

Training Required

Continued training necessary to stay current on licensing requirements.

Licenses, Certifications, Bonding, and/or Testing Required

Valid Washington State Driver's License and evidence of insurability.

Level 01 Electrician certification.

Continued training necessary to stay current on licensing requirements.

TERMS OF EMPLOYMENT:

Salary and benefits according to adopted salary schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of Washington State Law and the bargained agreement.