

**Roswell Independent School District
Job Description**

Job Title: ELECTRICIAN

Reports To: COORDINATOR FOR MAINTENANCE

General Job Description:

The job of Electrician is done for the purpose(s) of providing support to district campuses; maintaining electrical systems and their components in safe operating condition; providing information on proper operation; modifying/installing electrical services and determining the most efficient installation of additional systems.

Essential Duties and Responsibilities:

1. Installs electrical systems including underground electrical conduit, fire alarms, switchboards, audio visual alarms, etc. for the purpose of maintaining them in safe operating condition.
2. Repairs various items, systems and/or components for the purpose of ensuring that items are available and in safe working condition.
3. Responds to emergency situations for the purpose of resolving immediate safety concerns.
4. Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at the job site.
5. Work cooperatively with colleagues, supervisors, and administrators.
6. Demonstrate ethical behavior.
7. Engage in self-development.
8. Follow district policies and administrative rules and regulations.
9. Maintain behavior appropriate to performing and accomplishing assigned duties.
10. Know what to do to successfully complete assigned work.
11. Project over-all concern for personal appearance as it relates to job performance.
12. Carry out assignments and instructions from supervisor(s) in a competent and efficient manner.
13. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
14. Work in a safe manner with personal safety and the safety of others as the number one priority.
15. Communicate with supervisor and co-workers.
16. Plan and execute work efficiently within the "work order" system.
17. Identify and repair/replace defective parts or materials on electrical services and devices.
18. Plan and execute work efficiently and in a safe manner.
19. Perform all work in compliance with appropriate codes.
20. Arrange for proper permits as needed.
21. Analyzes drawings for the purpose of identifying location of new and existing electrical systems and determining the efficient installation of additional systems.
22. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
23. Coordinates with maintenance supervisor for the purpose of completing projects/work orders efficiently.
24. Orders equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
25. Prepares documentation for the purpose of providing written support and/or conveying information.
26. Report to work on time and work no less than 8 hours per day.
27. Manual physical labor, lifting and moving materials, furniture, equipment, and supplies.
28. Maintain assigned uniforms, equipment, tools and shop areas in operable, safe, and attractive status.
29. Account for supplies, materials, and equipment as required.
30. Complete records and reports as required in a timely manner, many deadlines to meet.
31. Maintain facilities security.
32. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
33. Other tasks as may be deemed appropriate by your immediate supervisor.

Supervisory Responsibilities:

None

ELECTRICIAN (CONT'D)

Qualifications:

1. High School diploma or GED
2. Valid New Mexico Driver's license appropriate for operating vehicles of the size required of this position.
3. Current New Mexico Electrical Journeyman level license.
4. Ability to read blueprints and electrical symbols.
5. Familiarity with National Electrical Code and State codes that may apply.
6. Evidence of Insurability EE98 Contractors License JE98 Journeyman's License.

Physical Requirements:

1. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum (50 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (50 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (50 pounds) maximum occasionally.
2. Ability to operate a delivery vehicle in all kinds of weather.
3. Hand/eye coordination, normal range of sight.
4. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people.
5. Pulling of heavy wiring through piping.
6. Work in lift equipment up to 50 feet above ground level.
7. Full mobility of fingers/hands.

Safety and Health:

1. Must be able to distinguish colors.
2. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
3. Good physical condition.
4. Completion of all required training.
5. Must be able to identify live circuits and know how to disable them before any work is accomplished.
6. Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Hand tools, equipment, chemicals, ladders, platforms and materials particular to this trade skill. Work vehicle, material handling equipment.

Work Environment:

The work environment varies greatly in the place of work from solitary shop work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building and shop settings, to working outside in very cold temperatures. Wet dusty and dark areas are frequently encountered. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hours work may be required. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date