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Electrician Helper

Job Title: Electrician Helper

Exemption Status/Test: Nonexempt

Reports to: Director of Maintenance, Executive
Director of Maintenance, and Craft Foreman

Date Revised: 9/12/2016

Dept./School: Maintenance Department/
Aldine Meadows Complex

Pay Grade: 5309A **Calendar Days:** 256

Appointed By: The Superintendent of Schools

Primary Purpose:

Under the general supervision, construct, install and repair various electrical and lighting related items throughout the district.

Qualifications:

Education/Certification:

High School Diploma or G.E.D.
Trade License required by state local authorities
Valid Texas Driver's License
Eligible for coverage under the district's vehicle insurance program

Special Knowledge/Skills:

Knowledge of basic building components related to electrical and lighting systems
Ability to read, write, speak, and understand the English language
Ability to read and understand instructions for maintenance and safety procedures
Ability to read blueprints, schematics, or other work plans
Knowledge of state and local building codes
Ability to work with people in a positive and helpful manner

Major Responsibilities and Duties:

Dispatch and Record Keeping

1. Construct, install, and repair various electrical and lighting related items throughout the district.
2. Attend training classes and seminars as directed.
3. Follow District Policy, Administration Guidelines, and Employee Handbook/Supplement directives.
4. Be available to subordinates to assist in solving problems, both occupational and professional.
5. Perform other duties as assigned.
6. May be required to adjust schedule to meet work load demands.

Safety

7. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate tools and equipment according to established safety procedures.

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8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
9. Perform preventive maintenance on tools and equipment to make sure that equipment is in safe operating condition.

Supervisory Responsibilities:

None

Evaluation:

The Electrician Helper's evaluation is a responsibility resting with the Executive Director of Maintenance. An evaluation shall be completed in writing at least once during the course of the school year.

Salary:

As approved by the Board of Trustees

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Electrical measuring and testing equipment; hand tools; power tools; dollies and cart; light truck or van; computer

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date 2/6/17