



DOWNINGTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

TITLE: Maintenance Mechanic - Electrician
DEPARTMENT/GROUP: Facilities
REPORTS TO: Supervisor of Maintenance

DATE: April 2022
LOCATION: Various District Locations
FLSA: Non-exempt

JOB SUMMARY: To perform the installation, maintenance, service, and repair of electrical systems and equipment.

ESSENTIAL FUNCTIONS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Works independently and with others to accomplish assignments and work orders.
2. Performs general maintenance tasks and provides customer service in regard to school operations.
3. Performs electrical, ventilating repairs, and equipment maintenance.
4. Performs general snow removal, and salting (de-icing).
5. Uses proper safety procedures and complies with all safety regulations, especially relating to use of tools, equipment, ladders, cleaning chemicals, hazardous work conditions, and weather conditions. (Some duties may require protective clothing and equipment.)
6. Completes general maintenance tasks under the direction of the Supervisor of Maintenance to accommodate school functions and events, including event set-up and logistics for buildings and grounds activities and facilities use.
7. Communicates with staff, parents, children, and public regarding general maintenance repairs.
8. Repairs and/or reports any building and/or grounds safety and security issues to a supervisor.
9. Ability to drive various modes of transportation (e.g. automobile, truck) to travel throughout the District, and to operate equipment (e.g., tractor, lift) to perform general maintenance.
10. Cleans and maintains vehicle/equipment for monthly inspection.
11. Performs the work described herein without posing a direct threat to the health or safety of himself/herself or others. Constantly required to demonstrate good judgment and safety precautions.
12. Works such additional hours and days as may be assigned to complete functions on a timely basis or required.
13. Executes all applicable policies and directives of the School Board.

This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.

TRADE SPECIFIC

1. Performs journeyman electrical tasks. Installs, maintains and repairs primary and secondary electrical distribution systems and equipment with voltages ranging 6 to 480 volts on overhead and underground lines, manual and automatic switch gear, transformers, and distribution centers. Installs, maintains, overhauls, and repairs interior and exterior electrical systems, components, and various machinery and equipment.
2. Performs preventive maintenance assignments on all types of electrical systems using standard trade methods and procedures.
3. Maintains and troubleshoots fire alarm and security systems.
4. Coaches and leads other District staff in performing electrical tasks. Ensures safety equipment is provided and used, and that safety procedures are followed.

ADDITIONAL FUNCTIONS: *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. May be expected to respond to building and grounds issues outside of normal working hours.
2. May be required to attend position-related education and training opportunities to keep abreast of current best practices and codes.
3. Other duties as may be assigned.

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.*

1. High school diploma or equivalent.
2. Trade school diploma, certificate, or equivalent, plus two years' experience in a position-related field.
3. Maintain certifications and licenses necessary for the completion of job-related skill.
4. Working knowledge of the National Electrical Code and local building codes to ensure all work meets the requirements of the codes.
5. Ability to read and interpret blueprints, circuit diagrams, schematics, and operation and maintenance manuals.
6. Knowledge of the makeup, operation, and installation of a variety of electrical systems, circuits and equipment in order to make repairs, modify, troubleshoot and maintain the systems and their component parts.
7. Ability to select proper wire, gauges, insulation, protective devices and switching for a variety of equipment, lighting and miscellaneous electrical loads. Ability to balance loads over three (3) phases.
8. Skilled in cutting, threading, bending, and installing rigid steel conduit systems and other race-way systems.
9. Ability to use hand tools (e.g. hammer, shovel, and screwdriver), power tools (e.g., radial saw, reciprocating saw, drill, pneumatic hammer), snow plows, and any trade specific tool or piece of equipment assigned for the performance of duties.
10. Sufficient mathematic skills, sight and dexterity to properly perform job and related maintenance tasks.
11. Knowledge of safety regulations, proper methods for using position-assigned tools and equipment, and procedures for working in areas with asbestos containing materials.
12. Ability to exert up to 100 lbs. of force occasionally, lift and/or exert up to 50 lbs. of force frequently, lift and/or exert up to 20 lbs. of force constantly to move objects.
13. Ability to perform tasks at different height levels and in hard to reach places (e.g., ladders, scaffolding, crawl spaces, attics).
14. Ability to multi-task and prioritize multiple responsibilities.
15. Ability to effectively communicate with staff, students, parents, and the public in a professional manner.
16. Must have and maintain a valid state vehicle operator's license and a good driving record.
17. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.
18. Candidate must adhere to all local, state, federal, and school code requirements for employment.

NOTICES:

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.
6. The School District retains the right to change the building assignment of this position.
7. This position is subject to possible exposure to asbestos containing materials and noxious gases.
8. This position occasionally requires work in areas of high noise levels and temperature extremes, and may require work outside, regardless of severe weather conditions.

I have read and understand the expectations contained in this position description.

Position Holder's Signature: _____ Date: _____

Print Name: _____

A copy of this form may be obtained in the Human Resources Office.

The Downingtown Area School District is an equal opportunity employment, educational, and service organization.