

ELECTRICIAN-JOURNEYMAN

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| SPA License Status: | <i>Non-licensed/No Contract</i> |
| SPA Probation: | <i>One Year</i> |
| FLSA Status: | <i>Non-Exempt</i> |
| Supervisor: | <i>Lead Electrician</i> |
| Supervises: | <i>None</i> |
| Salary Schedule: | <i>Maintenance Tradesman/Physical Plant, Range 2</i> |
| Terms of Employment: | <i>8 hours / 12 months</i> |
| Job Goal: | <i>To identify, install, repair, replace and troubleshoot electrical devices and equipment. To provide and maintain high performance standards within the school district system of buildings.</i> |

Minimum Qualifications

- 1. High school diploma or Equivalent*
- 2. Current New Mexico Journeyman Electrician's License*
- 3. One year experience as a licensed electrician in New Mexico*
- 4. Possession of, or ability to obtain, a valid New Mexico Driver's License, reliable transportation and current auto insurance with minimum liability coverage*
- 5. Verifiable work and character references*

Job Duties

- 1. Plan, supervise, and execute high performance standards within the confines of the "work request" system*
- 2. Train apprentice electrician(s) and reports progress to lead electrician*
- 3. Demonstrate safety precautions in job execution with crew assigned in order to minimize on-the-job accidents and follow proper safety procedures*
- 4. Inspect new facilities and maintain current knowledge of the functioning of new equipment.*
- 5. Identify parts, tools, and supplies needed to accomplish assigned task.*
- 6. Maintain assigned vehicle, tools, and shop area in safe and operable status.*
- 7. Comply with building codes of the State of New Mexico for new and modified installations.*

8. Account for inventoried items and exercises control over other items to minimize loss by theft or waste
9. Prepare written reports regarding specific problems or unusual occurrences to lead electrician.
10. May be required to be called out on an emergency basis after hours.
11. Installation of conduit systems, single and three phase wiring systems, transformers, motors, fluorescent and LED lighting, electrical panel boards, circuit breakers, contactors, and motor starters
12. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.
13. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
14. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.
15. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
16. Evenings and weekend work may be required.
17. Perform such other tasks as may be assigned.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. Verbal ability required to understand oral and written instructions
2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly
4. For further information regarding worker traits, please see attached job analysis

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC agreement on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

Print Name_____

Signature_____ Date_____

Approved By_____ Date_____