



**Position:** Maintenance

**Assignment:** Maintenance Electrician

**Wage/Hour Status:** Non-Exempt

**Reports to:** Maintenance Lead Electrician

**Pay Grade:** AX570/260 days

**Dept./School:** Facility Services

**Date Revised:** Spring 2024

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**Primary Purpose:**

Under general supervision, maintain, repair, and install electrical systems, services, and equipment for the district. Maintain and provide for the safe condition and operation of all electrical systems and fixtures in district facilities ensuring that all electrical systems installed meet N.E.C. and local codes.

**Qualifications:**

**Minimum Education/Certification:**

- High School Diploma/GED
- Journeyman Electrician License
- Valid Texas Driver License
- A driving record that meets the requirements of the district's insurance carrier
- Certification with all types of lifts

**Special Knowledge/Skills/Experience:**

- Knowledge of electrical systems—both residential and commercial
- Knowledge of local and national electrical codes
- Knowledge of troubleshooting commercial and industrial electrical systems
- Ability to read blueprints and schematics
- Strong organizational and communication skills
- Possess a positive attitude.
- Three years' experience in electrical industry
- Three years' experience in repairing and maintaining electrical systems.

**Major Responsibilities and Duties:**

- Install and repair wiring, electrical fixtures, power equipment, control and distribution apparatus, and components of machinery and equipment following electrical code, manuals, specifications, schematics, and blueprints.
- Diagnose and resolve problems in electrical circuits, systems, and equipment. Test continuity of circuits to ensure compatibility and safety of components.
- Install and connect power supply wiring, cables, conduit, and electrical apparatus for machines and equipment in new and existing facilities following diagrams, schematics, or blueprints.
- Measure, assemble, and install electrical conduit using measuring devices, hand tools, pipe threader, and conduit bender.
- Detect needed repairs on buildings, grounds, and equipment following established inspection procedures.

- Repair or recommend replacement of electrical appliances, including commercial ovens, ranges, steam tables, washers, and dryers.
- Receive and complete work orders in a timely manner. Select material and hardware and calculate time and materials estimates. Maintain accurate records on material and labor used.
- Maintain inventory of district-owned tools, equipment, and materials.
- Inspect jobs upon completion and ensure areas are clean.
- Work with building principals and supervisors to schedule and complete projects.
- Respond to emergency calls as needed.
- Perform all work to ensure it meets N.E.C. and local codes.
- Perform other duties as assigned

**Mental Demands/Physical Demands/Environmental Factors:**

- Electrical measuring and testing equipment; hand tools; power tools; light truck or van.
- Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions.
- Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving.
- Heavy lifting and carrying (50 pounds and over) on a daily basis.
- 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.
- Maintain emotional control under stress.

**OTHER:** All employees are to follow district safety protocols and emergency procedures.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

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Signature

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Date

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Print Name