

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Facility Electrician (W32)	Job Family: 06
Department: Facility Services	Lane Placement: 9
Supervisor's Title: Director of Facility Services & Coordinator	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u>[Signature]</u>	Date: <u>7-1-15</u>
ADA Review: <u>[Signature]</u>	Date: <u>7-2-15</u>
Human Resource Approval: <u>[Signature]</u>	Date: <u>7-1-15</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>7/7/15</u>
Original date: <u>05/83</u> Revised: <u>01/05</u> Revised: <u>04/10</u> Revised: <u>07/15</u>	

GENERAL FUNCTION

Under the supervision of the Director of Facility Services, coordinator and facility electrician senior, the **Facility Electrician** performs journey-level duties and responsibilities in the installation, troubleshooting, maintenance and repairs of electrical and high-voltage circuits, systems, and equipment according to specifications and code.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Perform journey-level duties and responsibilities in the installation, diagnosis, troubleshooting, maintenance and repair of electrical and high-voltage circuits, systems and equipment according to specifications and code (e.g., lighting, outlets, electric motors, alarms, panels, scoreboards, sprinkler controls, pumps, electronic controls, gas controls, hot water and steam controls, electric heating systems, compressors, thermostats, valves, kitchen equipment hook-ups, safety systems, emergency lighting, clock systems and other electrical machinery and equipment).
- Order necessary supplies and equipment as needed.
- Provide support to other facility areas as needed.
- Assess equipment safety and make repairs. Follow proper operating procedures with all equipment to avoid injury.
- May respond to facility emergencies. Shift work or on-call duties may be required.
- Drive a facility vehicle for transportation to work sites. Inspect vehicles as required.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Required to attend scheduled training and departmental meetings.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a minimum of four years previous work experience with demonstrated competence as an electrician. Completion of approved formal trade-specific program is highly preferred. Education and experience may be combined.
- Utah State Electrical license preferred.
- Requires the ability to read schematics and blueprints.
- Requires a basic knowledge of State and city building codes.
- Must demonstrate competence in reading, writing and math.
- Requires skills and working knowledge to work independently at the technician level with ability to assess and resolve problems.
- Requires excellent interpersonal skills. Has extensive interaction with other department administrators, contractors, vendors, school administrators and staff, custodians and some District administrators. Students are frequently close by as work is being performed.
- Must be competent in use, care and maintenance of needed tools and equipment.
- Requires ability to communicate clearly. Basic computer skills required.
- Must demonstrate knowledge of S.D.S. safety procedures.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver's license.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Ladders, lifts, tools and equipment used to diagnose, repair, construct, and perform trade related work.

Physical Requirements – Not limited to the following:

- Occasional standing, climbing ladders up to 12', working in awkward positions, overhead work up to 15 minutes continuous and frequent grabbing power/hand tools.
- Occasional floor level tipping/lifting up to 140 pounds (lifts), floor to waist lifting up to 70 pounds, waist to shoulder lifting up to 67 pounds, shoulder to overhead lifting up to 67 pounds, repetitive lifting of 50 pounds, awkward lifting up to 67 pounds, gripping 90+ pounds and carrying up to 70 pounds.
- Occasional sustained bending, squatting, kneeling, stooping, balancing, handling, pinching and fine motor dexterity.
- Constant hearing and occasional near visual acuity and depth perception.
- Exposure to high voltage and risk of electric shock.
- May use chemicals that are potentially hazardous.
- Activities may involve outdoor work in all weather conditions.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.