



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Electrician Department Head**
 Job Family: **Maintenance**
 Prepared/Revised Date: **January 19, 2016**

FLSA Status: **Non-Exempt**
 Pay Range: **MT45H**
 Job Code: **61103**

SUMMARY: Inspect, repair, and install electrical equipment. Assist in designing, consulting, estimating, and writing project specifications for electrical systems within the district to include maintaining motor controls, programmable clocks, dimming systems, shade systems, elevator equipment, and fire alarms. Supervise electrical department employees, oversee department budgets, maintain accurate records of repairs and equipment replacement, and oversee all phases of electrical projects completed by Poudre School District staff and outside electrical contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Supervise and counsel electrical department employees, administer employee performance evaluations, approve time off, and foster effective working relationships within and outside the department.	D	10%
2. Maintain computerized maintenance management records for all building maintenance activities in areas of responsibility.	D	10%
3. Ability to be on-call 24 hours a day for after-hours fire alarms, security systems, and other electrical emergencies.	D	5%
4. Attend work and arrive in a timely manner.	D	1%
5. Function as a working supervisor and ensure that department work is completed in an accurate and timely fashion in adherence to the international electrical code.	W	20%
6. Develop, manage, and implement testing procedures for life safety systems and maintain accurate records of results (systems include: fire alarms, emergency generators, emergency lighting, elevators, and kitchen hood chemical suppression systems).	W	10%
7. Ability to install and maintain complicated, computerized, commercial electrical equipment and distribution systems including fire alarms, emergency power systems, dimming systems, and energy management systems.	W	5%
8. Coordinate, manage, and inspect electrical projects, and approve contract installations for final payments to vendors and contractors.	M	5%
9. Adhere to all Colorado state inspection requirements.	M	5%
10. Consult, design, and estimate electrical projects for school site use/changes.	M	5%
11. Review plans, collaborate in writing project specifications, seek bid proposals, and approve electrical vendors/contractors for maintenance, new installations, remodeling, and site use changes.	Q	8%
12. Work with site personnel and train school staff on fire alarm procedures, master clock operations, fire code issues, and other electrical systems that have end user functions.	Q	5%



13. For new construction projects, work in conjunction with appropriate departments and electrical engineers in developing specifications and designs for new schools, major remodels, and infrastructure replacements.	Q	5%
14. Provide budgetary estimates for projects and manage bond, capital, and general fund budgets in areas of responsibility.	A	5%
15. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree or two-year college certificate in commercial electrical contracting
- More than five years of experience in commercial electrical contracting, installation, and maintenance
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license
- State of Colorado Master Electrician License
- Maintain Colorado State Electrical Contractor’s License for PSD

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to carry a cell phone, and be on call and/or respond to calls 24/7
- Knowledge of fire alarms, kitchen ansul systems, fire sprinkler systems, elevators, generators, and kilns
- Knowledge of CAD drawing program is preferred at hire
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of underground line locating equipment is required



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

ELECTRICIAN DEPARTMENT HEAD		# of EMPLOYEES
Direct reports:	Master and Journeyman licensed electricians	4

- Responsible for assisting with: interviewing, hiring and training employees; appraising performance, disciplining and terminating employees; planning, assigning, and directing work; and addressing complaints and resolving problems

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate				X
Instruct			X	
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation		X		
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	X
Quiet	X
Moderate	X
Loud	X
Very Loud	X