



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Electrician Journeyman**
Job Family: **Maintenance**
Prepared/Revised Date: **August 18, 2016**

FLSA Status: **Non-Exempt**
Pay Range: **MT35H**
Job Code: **61102**

SUMMARY: Analyze, troubleshoot, repair, install, and maintain a variety of commercial electrical distribution systems within the district. Repair, maintain, and test fire alarm systems, programmable clock systems, emergency power systems, and fire suppression systems. Collaborate with and provide estimates to sites for space use changes.

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	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. Install, maintain, troubleshoot, and perform preventative maintenance on electrical equipment and systems within the district including computerized electrical control systems.	D	35%
2. Coordinate and prioritize daily work orders and process orders to completion, including equipment documentation.	D	10%
3. Maintain accurate documentation of repairs made, materials used, and time spent using the district's computerized work order system.	D	10%
4. Attend work and arrive in a timely manner.	D	1%
5. Locate underground electrical cables and accurately relay information to appropriate parties before excavation.	W	10%
6. Analyze, diagnose, and resolve electrical problems within the district, and interpret international electrical and fire codes correctly.	W	10%
7. Procure electrical material and equipment for department projects and stock.	W	3%
8. Test, maintain, and keep accurate records of fire alarm systems and emergency power systems.	M	10%
9. Assist head electrician with planning and prioritizing projects for future capital expenditures.	M	2%
10. Perform installation and maintenance of programmable controls that operate clocks, shades, dimming, lighting, generators, motors, and fire alarms.	Q	5%
11. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent, plus specialized technical courses required to meet Colorado state regulations for a Journeyman Electrical license
- Minimum of three years of experience in commercial electrical contracting, construction, installation, maintenance, and preventative maintenance required
- Equivalent combination of education and experience acceptable



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license
- Valid State of Colorado Journeyman Electrical license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability and willingness to carry a cell phone, and be on call and/or respond to calls 24/7
- Knowledge of fire alarms is preferred at hire
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- 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, 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 and processes preferred at hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	ELECTRICIAN JOURNEYMAN	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

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



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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		
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
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