



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Electrician Master**
 Job Family: **Maintenance**
 Prepared/Revised Date: **January 22, 2016**

FLSA Status: **Non-Exempt**
 Pay Range: **MT40H**
 Job Code: **61101**

SUMMARY: Install, maintain, and oversee electrical systems and fire alarm systems within the district. Assist in designing, consulting, estimating, writing project specifications, scheduling, planning, and recordkeeping. Test, install, and maintain fire alarm and emergency power back-up systems. Troubleshoot and maintain motors, controls, programmable clocks, dimming systems, shade systems, laundry, equipment, elevators, and fire alarms. Keep accurate records of work and assume department responsibilities when department head is unavailable.

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. Install and maintain complicated, computerized, commercial electrical equipment and distribution systems including fire alarms, emergency power systems, dimming systems, and energy management systems.	D	20%
2. Perform, schedule, manage, and coordinate electrical maintenance work with school staff and other district building departments.	D	20%
3. Schedule, manage, coordinate, and inspect work done by electrical contractors working within the district.	D	10%
4. Maintain accurate records of installations, repairs, materials used, and time spent on projects using the district's computerized work order system.	D	10%
5. Troubleshoot and repair electrical problems through electrical schematics and blueprints, and identify possible solutions using electrical meters and basic laws of electricity.	D	10%
6. Ensure all electrical work is being completed in accordance with all fire, safety, and electrical codes.	D	5%
7. Order and procure electrical material and equipment for projects and department stock.	D	2%
8. Attend work and arrive in a timely manner.	D	1%
9. Test, maintain, and install fire alarm systems and emergency power generators.	W	10%
10. Ability to be on-call 24 hours a day for after-hour electrical and fire alarm emergencies.	W	3%
11. Collaborate with the head electrician in developing and implementing preventative maintenance procedures and recordkeeping on electrical systems, fire alarms, emergency power systems, elevators, and fire extinguishers.	W	2%
12. Assist with electrical department administrative responsibilities, and in the event of absence, assume department head duties.	Q	4%
13. Assure all state-required inspections are completed and recorded.	Q	1%
14. Coordinate with the head electrician in budgeting and expenditure planning for the electrical department.	A	1%
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 required
- 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

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 alarm systems
- Knowledge of kitchen hood ansul systems, fire sprinkler systems, elevators, generators, and kilns 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, 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 preferred at hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

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

- Responsible for assisting with: interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; 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.*



	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		
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



VISION DEMANDS:	Required
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