



Columbia County School District Job Description

Position Title: Electrician - FMO		
Department: Facilities, Maintenance & Operations	Evaluation Instrument: Performance will be evaluated annually by the Chief Facility Officer in accordance with Policy GBI- Evaluation of Personnel	
Pay Grade: General Services Salary Schedule, Grade O	Pay Type: Non – Exempt	Retirement: Public School
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Facility Officer		

MINIMUM QUALIFICATIONS

Education: Technical School Diploma for Electrical, High School diploma or equivalent

Essential Knowledge/Skills: Knowledge of electrical systems. Excellent troubleshoot skills. Proficient in use of windows environment computers and office systems software (Microsoft Office).

Experience: Ten (10) years field experience.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Performs all duties related to electrical construction/maintenance.
- Assembles, installs, tests and maintains electrical or electronic wiring, equipment, appliances, apparatus and fixtures. Connect wire to circuit breakers, transformers or other components.
- Diagnoses malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Inspects electrical systems, equipment, and components to identify hazards, defects and the need for adjustment or repair, and to ensure compliance with codes.
- Advises management on whether continued operation of equipment could be hazardous.
- Tests electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters and oscilloscopes to ensure compatibility and safety of system.
- Maintains current electrician’s license or identification card to meet governmental regulations.
- Plans layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes. Follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes.
- Maintains knowledge of tools and equipment used.
- Installs ground leads and connect power cables to equipment, such as motors. Repairs or replaces wiring, equipment and fixtures.
- Installs conduit (pipes or tubing) inside designated partitions, walls or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.
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- May be required at times to perform non-related electrical duties.
- Performs related duties as directed by the Executive Director of Facilities, Maintenance and Operations.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: June 2007