

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### ELECTRICIAN

##### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five years journey-man level experience in secondary and primary circuit work.
- (3) Valid Florida driver's license.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the standard practices, methods, tools and materials of the electrical trade, local and national electrical codes, hazards of the trade and the appropriate occupational precautionary measures. Ability to locate and correct defects in electrical systems and equipment, make accurate estimates of time and materials, work from electrical diagrams and blueprints and understand and effectively carry out oral and written instructions. Ability to direct and supervise up to three laborers and maintenance repairmen. Ability to exercise independent judgment in determining the methods and procedures required to perform the work.

##### REPORTS TO:

Maintenance Foreman

##### JOB GOAL

To perform installation, alteration, preventative and corrective maintenance on electrical systems and equipment.

##### SUPERVISES:

Maintenance Workers as assigned

##### PERFORMANCE RESPONSIBILITIES:

- (1) Install, alter, maintain and repair transformers, ballasts, motors, controls, service entrances, wiring systems, switch panels, exterior and interior lights and other electrical devices, fixtures, appliances and equipment.
- (2) Install and make electrical repairs to specialized electronic equipment.
- (3) Do other electrical and some mechanical work in repairing and replacing parts.
- (4) Use standard and special electrical tools and equipment, such as voltmeters, ammeters and power-factor meters.
- (5) Keep time and work records and prepare work reports.
- (6) Direct and supervise subordinates as necessary.
- (7) Use effective, positive interpersonal communication skills.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.
- (9) Other duties assigned by the immediate administrator or supervisor.

# E4

## **ELECTRICIAN (Continued)**

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 15-22  
12 months  
8.0 hours per day

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.