

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

Job Title: Master Electrician
Job Family: Facilities Services
Department: Facilities
Typical Work Year: 12 months

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared Date: July 1, 2015, rev 7/1/18

SUMMARY: Coordinate and execute repairs, troubleshoot and perform preventive maintenance on, including but not limited to, indoor lighting systems, electrical systems and apparatus, Main Power Distribution Systems and Panel Boards, outdoor facility lighting, construction projects, kitchen equipment and HVAC systems. Monitor and test various electrical systems. Coordinate inspections for contractor performed work in renovations and new construction projects. Locate electrical underground wiring for various projects. Respond to emergency power failures and emergency back-up systems. Must have a Master Electrician License.

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. The frequency and percentage of time of duties may vary based on building or department needs.*

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|---------|-----|---|
| D | 50% | Coordinate, troubleshoot, repair, inspect and install electrical circuits, systems and components according to
to
NEC and state and local building codes, including but not limited to, power upgrades, lighting, signaling, motors, controls, automation, fire and security. |
| W | 10% | Perform preventive maintenance inspections and repairs in all district facilities including. Recommend repair needs to potentially eliminate ongoing and future repairs. |
| W | 5% | Respond to emergency power failures and emergency backup systems. Evaluate situation and take corrective action. |
| M | 10% | Coordinate and execute repairs on line voltage of kitchen equipment (dishwashers, disposals, freezers, etc.) and line voltage for HVAC systems. |
| M | 5% | Provide material and labor estimates for electrical needs for remodel projects. Assist in coordinating inspections for contractor performed work in renovation and new construction projects. |
| M | 2% | Locate underground electrical wiring as needed. |
| M | 3% | Assist other trades as needed. |
| M | 3% | Represent department management in after-hours emergency “on call” status |
| A | 5% | Perform snow removal duties during the day and in response to emergency call-in situations. |
| W | 5% | Order and maintain inventory of electrical supplies. |
| Ongoing | 2% | Perform other duties as assigned. |

EDUCATION AND TRAINING: High school diploma or equivalent. Courses required to meet Colorado state regulations for a Master Electrician License.

EXPERIENCE: 5+ years of experience in electrical installation, construction, maintenance, and preventive electrical maintenance.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado driver’s license required. Masters Electrician License. Criminal Background Check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to perform math computations needed in trade.
- Personal computer and keyboarding skills.
- Thorough knowledge of applicable electrical codes.
- Ability to read and understand blueprints and schematics.
- Ability to communicate, interact, and work effectively in a team environment.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- 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 electrical tools and equipment and system test instruments.
- Operating knowledge of electrical repair and maintenance equipment.
- Operating knowledge of personal computers and peripherals.
- Operating knowledge of and experience with snow removal equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Director of Facilities

Direct Reports: This job has no supervisory responsibilities

- This position may direct and guide the work of others assisting with electrical work

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Work within prescribed budget. Maintain supplies, inventories, and equipment.

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			
	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			
	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

	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			
	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	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date