

**Electrician/ Maintenance**

**Primary Function**

Responsible for installing or maintaining a variety of approved wiring methods for distribution of electrical light, heat, power, radio, and signaling utilization systems.

**Organizational Relationships**

Reports to the Director of Operations and Maintenance.

**Qualifications**

- Graduation from high school or technical school.
- Maintain a valid electricians journeyman certification.
- Perform specialized electrical maintenance, troubleshooting, repair and new installation tasks.
- Maintain a valid Driver's License in the State of Illinois.
- Must be able to demonstrate the knowledge and skill necessary for specialized electrical tasks including but not limited to diagramming circuits, reading and understanding blueprints and ladder and schematic drawings, trouble shoot electrical control and distribution problems, and bend conduit in back to back, saddle, and offset configurations.
- Working knowledge of the methods, tools, mechanical equipment and techniques used in various skilled trades.
- Working knowledge of occupational hazards, safety precautions and fire and building codes.
- Ability to operate various types of power and hand machinery and tools.
- Ability to make minor repairs on mechanical equipment and to analyze and diagnose trouble and malfunctions in the more complex and sophisticated mechanical equipment.
- Ability to understand and effectively carry out oral and written instructions in English.
- Ability to perform assigned daily duties with a minimum of direction.
- Ability to establish and maintain effective public and co-worker relationships.
- Ability to read and understand blueprints.
- Working knowledge of computer skills including the ability to access information online, email, and data entry.
- Ability to lift, kneelm bend, stoop, squat, climb, and crawl. Stand or crawl for up to 8 hours per day depending on the task required.
- Ability to physically move about the district including up and down stairs.
- Must be able to lift 75 lbs or more without assistance and 100 lbs or more with assistance.

**Performance Responsibilities**

1. Maintains safe conditions of integral parts of the building (i.e., flooring, doors, windows, stairs, ceiling panels and similar structural elements).
2. Observe the National Electrical Code.
3. Maintains building systems (Electrical) and reports deficiencies.
4. Performs the installation and operation of lighting and electrical sound equipment.
5. Performs craftsman tasks relating to building components and systems.
6. Ensures that door and window systems are functioning properly.
7. Completes assigned work orders.
8. Maintains schedule of all motor and other mechanical equipment for service.
9. Maintains building systems repair log in the district "School Dude" program.

10. Plows and sands sidewalks, parking lots and driveways as appropriate.
11. Reports damage of school property immediately upon being known.
12. Performs weekend security checks for all district buildings.
13. Instructs custodians and other maintenance personnel on the proper use and care of hand tools and power equipment.
14. Instructs custodians and other maintenance personnel on the proper use of hardware and building materials.
15. Cooperate and assist others in maintaining, repairing, or remodeling District facilities as required.
16. Participate in training programs to maintain and/or update knowledge, skills, certifications, and licenses as required for this position.
17. Perform other related duties as assigned by Director of Operations and Maintenance.

**Terms of Employment**

260 work days. Salary and work year established by the Board of Education and Support Council Agreement. Work Schedule as follows: Tuesday- Friday 7:00 am-3:30 pm, Saturday & Sunday 7:00 am-11:00 am (Building Security and maintenance as time allows).

**Evaluation**

Performance of this job will be evaluated in accordance with the Support Council Agreement.