

Job Title:	Maintenance Electrician	Wage/Hour Status:	Hourly
Reports to:	Foreman Electrical Shop	Pay Grade:	407
Dept/School:	Maintenance, Building and Grounds	Date Revised:	September 26, 2023

Primary Purpose

Inspect, repair, install, and maintain electrical systems, services and equipment for the district. Maintain and provide for the safe condition and operation of electrical fixtures and systems in district facilities.

Qualifications**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education
Valid Texas Driver's License
Valid State of Texas Journeyman License

Special Knowledge/Skills

- Knowledge of electrical circuits and wiring and operating principles of motors
- Knowledge of local electrical codes
- Ability to read blueprints, schematics, and written reference material
- Ability to perform mathematical calculations
- Ability to use hand and power tools
- Ability to diagnose and resolve problems
- Ability to follow written and verbal instruction
- Good communication and interpersonal skills

Experience

Five (5) years experience in electrical field

Major Responsibilities and Duties

1. Install and repair wiring, electrical fixtures, power equipment, and components of machinery and equipment following electrical code, manuals, specifications, schematics, and blueprints.
2. Install and repair control and distribution apparatus, including motors, relays, switches, thermostats, circuit-breaker panels, etc.
3. Install and connect power supply wiring, cables, conduit, and electrical apparatus for machines and equipment in new and existing facilities following diagrams, schematics, or blueprints.
4. Diagnose and resolve problems in electrical circuits, systems, and equipment using testing instruments and equipment.
5. Test continuity of circuits to ensure compatibility and safety of components using testing instrument.
6. Measure, cut, bend, thread, assemble, and install electrical conduit using rulers, measuring devices, hand tools, pipe threader, and conduit bender.
7. Repair or recommend replacement of electrical appliances, including commercial ovens, ranges, steam tables, washers, dryers, etc.
8. Receive and complete work orders.
9. Select material and hardware and make time and material estimates.
10. Maintain accurate records on material and labor used.
11. Maintain inventory of district-owned tools, equipment, and materials.
12. Inspect jobs upon completion and ensure areas are clean.
13. Work with building principals and supervisors to complete projects.
14. Detect needed repairs on buildings, grounds, and equipment following established inspection procedures.
15. Respond to emergency calls as needed.
16. Operate tools and equipment according to established safety procedures.
17. Perform preventive maintenance on tools and equipment.
18. Ensure that equipment is in safe operating condition.

- 19. Follow established safety procedures and techniques to perform job duties, including, lifting, climbing, etc.
- 20. Correct unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.
- 21. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise Trade Assistants

Equipment Used

Multimeter, ohmmeter, oscilloscope, and testing equipment; soldering iron; wire puller; pipe benders and threaders; hand and power tools (saw, drills, etc.); trencher; jackhammer; concrete saw; ladders. Light truck or van.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Continual walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Works in tiring and uncomfortable positions, around electrical power lines, indoor and outdoor. Exposure to extreme temperatures. Must be able to lift 45 pounds and over. Frequent districtwide travel.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees
Flexible work schedule may include Saturday and Sunday as regular workdays.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.