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| <b>Job Title:</b> Maintenance Electrician Apprentice | <b>Wage/Hour Status:</b> Hourly         |
| <b>Reports to:</b> Foreman Electrical Shop           | <b>Pay Grade:</b> 403                   |
| <b>Dept/School:</b> Maintenance                      | <b>Date Revised:</b> September 26, 2023 |

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**Primary Purpose**

Perform maintenance and restoration of campus grounds and facilities by providing assistance to various district departments.

**Qualifications**

**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education  
Valid Texas Driver's License  
Valid Texas State Board of Electrical Apprentice Card  
Valid Vocational School certification or currently enrolled in a vocational certification program

**Special Knowledge/Skills**

- Ability to communicate effectively
- Knowledge of basic construction and routine maintenance and repair procedures
- Ability to follow verbal and written instructions
- Ability to operate hand and power tools
- Ability to work independently

**Experience**

Two (2) years related experience

**Major Responsibilities and Duties**

1. Assist in repairing wiring, electrical fixtures, power equipment and components of machinery and equipment following electrical code.
2. Assist in repairs to control and distribution apparatus including motors, relays, switches and panels.
3. Assist in connecting power supply wiring, cables, conduit and electrical apparatus for machines and equipment in new and existing facilities.
4. Assist in diagnosing and resolving problems in electrical circuits, systems, and equipment.
5. Measure, cut, bend, thread, assemble and install electrical conduits under the supervision of an electrical journeyman.
6. Assist in making repairs and recommend replacement of electrical appliances, including commercial ovens, ranges, steam tables, washers, dryers, etc.
7. Assist in completing work orders.
8. Perform preventive maintenance on tools and equipment; ensure that equipment is in safe operating condition.
9. Assist in maintaining accurate records on inventory of district owned tools, equipment, and material.
10. Assist in inspecting jobs upon completion and ensure areas are clean.
11. Perform other duties as assigned by supervisor.

**Equipment Used**

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

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Work indoor and outdoor. Exposure to extreme temperatures, dust, fumes, and odors. Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Exposure to mechanical, electrical, and chemical hazards. Work around moving objects and vehicles. 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.

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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: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

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.