

Job Title: Maintenance Electrician Apprentice

Wage/Hour Status: Hourly

Reports to: Foreman Electrical Shop

Pay Grade: 403

Dept/School: Maintenance

Date Revised: May 10, 2019

Primary Purpose

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

Qualifications

Education/Certification

High school diploma or GED

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 speak, read and write English
- 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.

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 work days.

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, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.