

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

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.

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.