

Killeen Independent School District Job Description

Job Title: Electrician
Department: Plant Services
Reports To: Lead Electrician
FLSA Status: Non-exempt

SUMMARY

Plans layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes.

Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring.

Measures, cuts, bends, threads, assembles, and installs electrical conduit.

Pulls wiring through conduit.

Splices wires by stripping insulation from terminal leads, twisting or soldering wires together, and applying tape or terminal caps.

Connects wiring to lighting fixtures and power equipment.

Installs control and distribution apparatus such as switches, relays, and circuit-breaker panels.

Connects power cables to equipment, such as electric range or motor, and installs grounding leads.

Tests continuity of circuit to ensure electrical compatibility and safety of components with testing instruments such as ohmmeter, battery and buzzer, and oscilloscope.

Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement.

Repairs faulty equipment or systems.

Performs other duties as may be assigned by the Lead Electrician or Supervisor for Maintenance Services.

SUPERVISORY RESPONSIBILITIES

Directly supervises 1 to 4 employees in maintenance. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and a minimum of five years experience in the electrical trade.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to read and understand wiring diagrams, schematics, and blueprints.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess current City of Killeen journeyman electrician license and current drivers license.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: John Paradice, Auxiliary Staffing Specialist

Prepared Date: October 30, 1998

Reviewed/Revised By: Tom Schatte, Professional Standards Administrator

Reviewed/Revised Date: August 16, 2004

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