

**Killeen Independent School District
Job Description**

Job Title: Lead Electrician
Reports To: MEP Specialist
FLSA Status: Non-exempt

SUMMARY:

Supervises and coordinates activities of electricians engaged in construction, maintenance and repair of electric power and lighting of buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Plans wiring and installation of equipment and fixtures such as motors, generators, switches, circuit breakers, and fuse boxes.

Inspects wiring and fixtures for conformance to manufacturer specifications or local electrical codes.

Studies production schedules and estimates worker hour requirements for completion of job assignment.

Interprets specifications, construction documents, and work orders to workers, and assigns duties.

Establishes or adjusts work procedures to meet production schedules.

Recommends measures to improve production methods, equipment performance, and quality control.

Suggests changes in working conditions and use of equipment to increase efficiency of shop, department, or work crew.

Analyzes and resolves work problems, or assists workers in solving work problems.

Initiates or suggests plans to improve employee performance.

Maintains time and production records.

Estimates, requisitions, and inspects materials.

Confers with other supervisors to coordinate activities of individual departments.

Sets up machines and equipment.

Performs activities of workers supervised.

Performs other duties as may be assigned by the MEP Specialist.

SUPERVISORY RESPONSIBILITIES:

Manages subordinate electricians who supervise electrician apprentices in the Facilities Services Maintenance department. Is responsible for the overall direction, coordination, and evaluation of these units. 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 GED and a minimum of five years experience in the electrical trade. Previous supervisory experience or demonstrate the ability to supervise.

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 Texas journeyman electrician license; possess 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 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust 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.

Revised Date: March 4, 2021

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.