

**Job Description**

Job Title: **Electrician Lead**  
 Job Family: **Technicians/Trades/Maintenance**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **January 28, 2005**

Job Code: **5049**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 31**  
 Typical Work Year: **12 months**

**SUMMARY:** Responsible for overseeing, coordinating and executing installation, repairs, troubleshooting and preventive maintenance on, including but not limited to, indoor lighting systems, electrical systems and apparatus, Main Power Distribution Systems and Panel Boards, outdoor facility lighting, construction projects, kitchen equipment and HVAC systems. Respond to electrical emergencies, emergency power failures and emergency back-up systems, maintenance and repair needs for all district buildings and facilities. Monitor and test various electrical systems. Coordinate inspections for contractor performed work in renovations and new construction projects. Certify work performed by contractors as complete and in accordance with NEC. Supervise electrical installations. Locate electrical underground wiring for various projects. Must possess and maintain a valid State of Colorado Master Electrician License.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Develop and oversee preventative maintenance inspections and repairs in all district facilities of power distribution systems and components.	W	25%
2. Prioritize, schedule and assign work. Provide training, guidance and coaching. Assist technicians in troubleshooting system malfunctions. Monitor work practices to ensure safety practices are utilized.	W	20%
3. Oversee maintenance repair and troubleshooting for electrical systems and apparatus.	W	18%
4. Develop and oversee repairs on all indoor and outdoor lighting systems.	W	10%
5. Oversee installation of electrical services for construction projects such as: computer labs, power upgrades, mobile classrooms, parking lots and field lighting installations.	W	5%
6. Review pre-construction documents and technical guidelines for district standards.	W	5%
7. Respond to emergency power failures and emergency back-up systems.	W	5%
8. Investigate and make suggestions regarding the implementation of new energy management equipment and devices.	W	2%
9. Oversee inspections for contractor performed work in renovations and new construction projects.	W	2%
10. Locate electrical underground wiring for projects.	W	2%
11. Responsible for identifying, estimating and prioritizing trade related improvements for district properties.	W	2%
12. Review and authorize department purchases ensuring transactions meet district guidelines.	W	2%
13. Perform other job-related duties as assigned.	Ongoing	2%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Courses required to meet Colorado State regulations for a Master Electrical License.
- More than five years of experience in electrical installation, construction, maintenance and preventative maintenance.
- Supervisory experience preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license.
- State of Colorado Master Electrician License.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced electrical installation, troubleshooting, construction and maintenance skills.
- Personal computer and keyboarding skills.
- Critical thinking and problem solving skills.

- Advanced knowledge of electrical codes.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability and willingness to carry a pager, be on call and/or respond to calls 24/7.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of power tools and trade hand tools.
- Operating knowledge of electrical meter and locaters, backhoes and trenchers required within 1 month after hire.
- Operating knowledge of high lifts, bucket truck, boom truck and man lift required within 6 months after hire.
- Operating knowledge of and experience with personal computers and peripherals and typical office equipment, such as telephones, copier, fax machine, E-mail, etc. required within 6 months after hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Mechanical and Energy Manager	050301

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct repots:</b>	Electrician Apprentice	3	
	Electrician Journeyman	2	
	Electrician Master	0	

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Purchase materials with P-card. Maintain supplies, inventories and equipment. Work within prescribed budget.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear				X
Taste	X			
Smell				X

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				X

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock				X
Work with explosives		X		
Risk of radiation		X		
Vibration			X	

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	