

Job Description

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

Job Code: **1450**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 29**
 Typical Work Year: **12 months**

SUMMARY: Responsible for coordinating and executing 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 emergency power failures and emergency back-up systems. Monitor and test various electrical systems. Coordinate inspections for contractor performed work in renovations and new construction projects. 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.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate and execute repairs on indoor lighting systems including hallways, classrooms and gyms.	W	20%
2. Perform maintenance repair and troubleshooting for electrical systems and apparatus.	W	20%
3. Coordinate and execute preventive maintenance inspections and repairs in all District facilities.	W	15%
4. Coordinate and execute repair power to all Main Power Distribution Systems and Panel Boards.	W	10%
5. Coordinate and execute repair on all outdoor facility lighting including signs, parking areas and security lighting.	W	10%
6. Coordinate installation of electrical services for construction projects such as computer labs, power upgrades, mobile classrooms, parking lot and field lighting installation.	W	5%
7. Respond to emergency power failures and emergency back-up systems.	W	5%
8. Monitor and test various electrical systems.	W	5%
9. Coordinate and execute repair on outdoor lighting systems including stadium and ball field lighting.	W	2%
10. Coordinate and execute repairs on line voltage of kitchen equipment including dishwashers, booster heaters, disposals and freezers.	W	2%
11. Coordinate inspections for contractor performed work in renovations and new construction projects as part of the Quality Improvement Team.	W	2%
12. Locate electrical underground wiring for various projects.	W	2%
13. Coordinate and execute repair to line voltage for all HVAC systems.	W	1%
14. Perform other job-related duties as assigned.	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

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

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license.
- Valid State of Colorado Master Electrician License.
- Completion of District safety training.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking, problem solving and troubleshooting skills.
- Thorough knowledge of electrical codes.
- Must demonstrate proficiency in areas of training/certification prior to advancement to this level.
- Ability to manage multiple tasks with frequent interruptions.

- Ability to manage multiple priorities.
- 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:

	POSITION TITLE	JOB CODE
Reports to:	Electrician, Lead	5049

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- This position may direct and guide the work of, train and assist with the hiring of lower level Electricians as needed.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for purchasing materials with P-card; ensuring invoices are turned in daily with proper information for work order transactions; maintaining supplies, inventories and equipment; and working with 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds				X
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate			X	
Copy		X		
Coordinate		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile	X			
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	

VISION DEMANDS:	Required
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

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	