



ELECTRICIAN

Purpose Statement

The job of Electrician was established for the purpose/s of providing electrical services, per District/State/Federal/National electrical codes and/or standards, with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintaining, and upgrading electrical systems and equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This position reports to the Electrical Foreman

Essential Functions

- Analyzes blue prints, schematics, and drawings of electrical systems for the purpose of determining the efficient installation of new or upgraded systems.
- Diagnose/troubleshoot causes of electrical problems or failures for the purpose of identifying equipment and/or systems repair.
- Coordinates with assigned Foreman and/or other trades for the purpose of completing projects and work orders efficiently.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
- Inspects electrical systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Installs electrical system components (e.g. lighting, alarms, electrical panels, switches, circuits, timers, street signs, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.
- Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.
- Monitors the electrical work of outside contractors (e.g. new school sites, electrical system upgrades/expansions, major remodels, etc.) for the purpose of ensuring that the projects are satisfactory completed and within district specifications.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs electrical components and/or systems (e.g. motors, circuits, transformers, generators, compressors, switch gear, electrical panels, etc.) for the purpose of ensuring a safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.



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Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electrical systems; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices; and handling hazardous materials.

KNOWLEDGE is required to perform a wide variety of mathematical functions, read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in installation, troubleshooting, maintenance, and repair of electrical systems/subsystems; troubleshoot/maintain mechanical, electrical, environmental systems/subsystems including control/balancing these systems; and blueprints and schematics.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working independently and with interruptions; and complying with OSHA/TOSHA regulations.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing.

The job is performed under all temperature variations and in a generally hazard free environment.



EXPERIENCE: Minimum 4 years' experience in commercial/industrial electrical maintenance.

EDUCATION: High School diploma or equivalent required.

EQUIVALENCY: None Specified

REQUIRED TESTING:
Pre-Employment Drug & Alcohol Screening

CERTIFICATES & LICENSES:
Valid TN Driver's license & evidence of insurability
Journeyman Electrician license preferred

FLSA STATUS:
Non Exempt

CONTINUING EDUCATION / TRAINING:
None Specified

CLEARANCES:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified

Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.