



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Electrician I
SCHOOL/DEPARTMENT	Maintenance
SALARY	Salary Grade 67 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Director of Maintenance
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Electrician I performs semi-skilled work in the maintenance, installation and repair of electrical systems, public address systems, fire alarm systems, CATV systems, scoreboards, irrigation controls, water/sewer controls, and generator systems. Work includes the independent performance of less technical tasks of the electrical trade for which detailed instructions are available. As experience is gained, more technical tasks are performed under supervision. Simple problems are resolved by the Electrician I with more complex problems referred to supervisors.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of electrical systems, equipment and fixtures
- General knowledge of approved electrical methods, practices, code requirements and safety standards

- General knowledge of the tools and equipment used in the installation and repair of electrical wiring systems and controls in school system buildings and facilities
- General working knowledge of the department's work order system and the document flow associated with that system
- General knowledge of the occupational hazards and safety precautions of electrical work
- Some skill in the use and care of hand and power tools and equipment necessary to perform electrical installation and repair tasks
- Ability to maintain and make minor repairs on electrical systems
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationships necessitated by work assignments

EDUCATION, TRAINING, AND EXPERIENCE

- High School Degree
- Experience in electrical maintenance
- Must have general knowledge of all department operating procedures to include but not be limited to work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented
- Any equivalent combination of training and experience that provides the required skills, knowledge and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Associate's Degree from an accredited institution or vocational training in the electrical field
- Applicable certification as an electrician

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform minor repairs to electrical systems and equipment
2. Assist with the installation of fixtures, outlets, and switches, and in making wire connections
3. Assist with the cutting, threading, and bending of conduit and pulling of wire through conduit
4. Assist with the replacement of defective wiring
5. Assist with troubleshooting and replacing faulty electrical components
6. Perform repair tasks on a variety of electrical systems including fuses, breakers, panels, branch circuits, light switches, receptacles, exhaust hood fans, motors and all other electrical system equipment
7. Perform semi-skilled electrical work
8. Help install, maintain, and repair public address systems, fire alarm systems, clocks, well pump systems, sewer 1.A systems, CATV systems, scoreboards, irrigation controls and generator systems
9. Request, maintain and be responsible for inventory and accountability of material, tools, repair parts and equipment assigned and that is issued for use

10. Inventory all tools and equipment quarterly and submit results via the appropriate supervisor(s) to the Director or Assistant Director for consideration
11. Ensure assigned automotive equipment is operated and maintained as outlined in applicable district procedures
12. Submit work orders in accordance with school system procedures
13. Perform additional duties as assigned by the Director of Maintenance

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered heavy physical work requiring the exertion of up to 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Required the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*