



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

---

<b>POSITION TITLE</b>	<b>Electrician II</b>
<b>SCHOOL/DEPARTMENT</b>	Maintenance
<b>SALARY</b>	Salary Grade 68 plus supplement
<b>FLSA STATUS</b>	Non-exempt
<b>REPORTS TO</b>	Director of Maintenance
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday – Friday or as scheduled; must be available on-call
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Electrician II performs skilled electrical work and provides leadership in the installation, maintenance, and repair of electrical systems, public address systems, fire alarm systems, CATV systems, scoreboards, irrigation controls, water/sewer controls, clocks and generator systems. Work involves repairing, installing, inspecting and maintaining the electrical, communication, and related system in school facilities. Work also involves reviewing the work of semi-skilled electricians to maintain system adherence to all related codes and regulations. Work assignments are performed in accordance with accepted practices, and the Electrician II is expected to resolve most problems independently.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of electrical systems, equipment and fixtures
- Considerable 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 knowledge of the occupational hazards and safety precautions of electrical work
- General working knowledge of the department's work order system and the document flow associated with that system
- Some knowledge of the principles of supervision, organization and administration
- Skill in the use and care of hand and power tools and equipment necessary to perform electrical installation and repair tasks
- Skill in identifying origin of electrical problems
- Ability to install, maintain and repair electrical systems, public address systems, CATV systems, scoreboards, irrigation controls, clocks, generator systems, water and sewer control systems
- Ability to estimate person power and material requirements for individual projects
- Ability to follow oral and written instructions
- Ability to read and interpret blueprints and schematic drawings
- Ability to establish and maintain effective working relationships necessitated by work assignments
- Must have considerable knowledge of all department operating procedures to include but not be limited to the work order procedures, credit card procedures, and other department procedures developed and implemented

#### ***EDUCATION, TRAINING, AND EXPERIENCE***

- High School Degree supplemented by vocational training in electrical field
- Five (5) years of 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 N.C. Electrical Contracting License
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

#### ***PREFERRED QUALIFICATIONS:***

- Associate's Degree from an accredited institution in the electrical field
- Supervisory experience working with those less skilled in the electrical field

#### ***ESSENTIAL DUTIES AND RESPONSIBILITIES***

1. Test malfunctioning electrical and/or electronic systems and equipment
2. Repair, install, inspect, service and maintain the electrical, communication and related systems in school and school system facilities
3. Install, maintain, alter, and repair wiring, electrical devices, machinery and equipment
4. Measure, cut, thread, bend, assemble and install conduit

5. Draw wire through conduit and complete necessary splicing, soldering, and application of friction tape
6. Install and connect equipment to wiring systems
7. Replace damaged or broken wires and cables
8. Replace faulty electrical components
9. 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
10. Install, maintain and repair public address systems, fire alarm systems, clocks, well pump systems, sewer lift systems, CATV systems, scoreboards, irrigation controls and generator systems
11. Inspect requests for service to determine cause of electrical problems and needed work
12. Prepare a list of estimated requirements for materials, tools and equipment, including amount, quality and type needed, and present to Assistant Director for approval
13. Perform skilled electrical work in addition to inspecting the work of semi-skilled workers
14. Assist in the installation and repair of telephone systems and security systems
15. Align, adjust, and calibrate equipment according to specifications
16. Troubleshoot computer lighting, panels and ballast
17. Troubleshoot motion sensor control systems, solar power systems and computer control motor starters
18. Request, maintain and be responsible for inventory and accountability of material, tools, repair parts and equipment assigned and that is issued for use
19. Inventory all tools and equipment quarterly and submit results to the Director or Assistant Director for consideration
20. Ensure assigned automotive equipment is operated and maintained as outlined in applicable district procedures
21. Ensure compliance with department's work order system and the document flow associated with that system
22. Perform additional duties as assigned by the Director of Maintenance or Assistant Director

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered heavy physical work requiring the exertion of up to 150 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces.
<b>WORK ENVIRONMENT</b>	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.
<b>ACKNOWLEDGEMENTS</b>	
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.*