

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: M-2 Skilled Maintenance (Electrician)

REPORTS TO: Assistant Supervisors of Buildings and Grounds, Operations
Manager of Buildings and Grounds, or their designee.

JOB SUMMARY: Performs a variety of duties required in the efficient, proper operation and maintenance of the school buildings, equipment, and grounds.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assumes responsibility for the safe condition of lighting fixtures, electrical apparatus, fixtures, wiring, and similar electrical elements in the facilities of the district.
2. Plans layout of wiring, electrical fixtures, electrical apparatus, and control equipment which minimizes waste of materials and provides for future maintenance; prepares sketches showing location of all wiring and equipment or follows diagram or blueprints prepared by others.
3. Installs controls and distribution apparatus and panels, such as switches, relays, circuit breakers, panels, fastening them in proper position for inspection; installs lighting fixtures and power equipment.
4. Connects power cables to equipment, such as switches, electric ranges and motors, including the installation of ground leads.
5. Tests continuity of circuit to insure electrical compatibility and safe operation of all components using proper instruments to detect hazards.
6. Measures, cuts, bends, threads, assembles, and installs electrical conduit, using such tools as hacksaw, pipe threader, and conduit bender. Pulls wire through conduit in proper manner.
7. Repairs fire controls, emergency generators and plants, tests for short circuits, removes and replaces fuses and defective lights.
8. Installs lines for television outlets, etc.; connects power supply to circuits of radios and televisions.
9. Determines which repair jobs may be performed by him and which must be performed by outside contractors, and advises assistant supervisor of buildings and grounds accordingly.
10. Instructs maintenance workers of proper methods of procedure and proper use of tools in electrical repair work.
11. Recommends supplies and equipment for purchase and maintains the inventory of district-owned tools, equipment, and supplies.

12. Estimates costs of electrical projects and repairs.
13. Reports any need for repairs or malfunctioning of equipment when operating school district vehicles; installs chains on vehicles when weather conditions warrant.
14. Keeps equipment clean at all times.
15. Uses all necessary small hand tools properly to perform tasks of the trade.
16. Performs other related duties as assigned.

QUALIFICATIONS: Three to five years experience as an electrician. Complete knowledge, understanding, and application of methods, materials, and tools of the trade. Knowledge of city electrical codes and inspection requirements in order to obtain electrical permits. Must obtain master electrician license within period of two (2) years of date of hire. Satisfactory score on any test required. High school diploma or equivalency certificate. Effective oral and written communication skills.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs. or more. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Ability to operate various office equipment. Must possess active listening skills.

CLASSIFICATION: Support staff; custodial/maintenance position; 12 month classification. Cabinet Code – N.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

10/24/06-bac