



# Longview Independent School District

## JOB DESCRIPTION ELECTRICIAN

<b>JOB TITLE:</b>	Electrician	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Operations	<b>TERMS:</b>	260 Days
<b>DEPARTMENT:</b>	Operations	<b>PAY GRADE:</b>	Manual Trades 6

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### PRIMARY PURPOSE:

Under general supervision, maintain, repair, and install electrical systems, services, and equipment for the district; maintain and provide for the safe condition and operation of all electrical fixtures and systems in district facilities

### QUALIFICATIONS:

#### Minimum Education/Certification:

Valid Texas journeyman electrical license  
Valid Texas driver's license

#### Minimum Experience:

Five years experience in electrical field

#### Special Knowledge and Skills:

- Knowledge of electrical circuits and wiring and operating principles of motors
- Knowledge of local electrical codes
- Ability to read blueprints, schematics, and written reference material
- Ability to follow written and verbal instructions
- Ability to perform mathematical calculations
- Ability to diagnose and resolve problems
- Ability to use hand and power tools

### MAJOR RESPONSIBILITIES AND DUTIES:

#### Maintenance and Repair

1. Install and repair wiring, electrical fixtures, power equipment, and components of machinery and equipment following electrical code, manuals, specifications, schematics, and blueprints



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Maintenance and Repair (continued)**

2. Install and repair wiring, electrical fixtures, power equipment, and components of machinery and equipment following electrical code, manuals, specifications, schematics, and blueprints
3. Install and repair control and distribution apparatus, including motors, relays, switches, thermostats, circuit-breaker panels, etc.
4. Install and connect power supply wiring, cables, conduit, and electrical apparatus for machines and equipment in new and existing facilities following diagrams, schematics, or blueprints
5. Diagnose and resolve problems in electrical circuits, systems, and equipment using testing instruments and equipment
6. Test continuity of circuits to ensure compatibility and safety of components using testing instruments
7. Measure, cut, bend, thread, assemble, and install electrical conduit using rulers, measuring devices, hand tools, pipe threader, and conduit bender
8. Repair or recommend replacement of electrical appliances, including commercial ovens, ranges, steam tables, washers, dryers, etc.
9. Receive, prioritize, and complete work orders
10. Select material and hardware and make time and materials estimates
11. Maintain accurate records on material and labor used
12. Maintain inventory of district-owned tools, equipment, and materials
13. Inspect jobs upon completion and ensure areas are clean
14. Work with building principals and supervisors to complete projects
15. Detect needed repairs on buildings, grounds, and equipment following established inspection procedures



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Maintenance and Repair (continued)**

16. Respond to emergency calls as needed

#### **Safety**

17. Perform preventive maintenance on tools and equipment
18. Operate tools and equipment according to established safety procedures
19. Ensure that equipment is in safe operating condition
20. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
21. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately

#### **Other**

22. Comply with district policies, as well as state and federal laws and regulations
23. Adhere to the district's safety policies and procedures
24. Maintain confidentiality in the conduct of district business
25. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
26. Demonstrate regular and prompt attendance
27. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None



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### EQUIPMENT USED:

Multi-meter, ohmmeter, oscilloscope, and testing equipment; soldering iron; wire puller; pipe bender and threader; hand and power tools (saw, drill, etc.); trencher, jackhammer, concrete saw; ladder; light truck or van

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, stooping, bending, kneeling, reaching, pulling, pushing; heavy lifting and carrying; repetitive hand motions; work in tiring and uncomfortable positions; outside and inside; around electric power lines; on slippery or uneven walking surfaces, ladders, and scaffolding; and around machinery with moving parts; move small stacks of textbooks, media equipment, desks, and other classroom equipment; exposure to hot and cold temperatures, excessive noise, fumes, and toxic chemicals; frequent district-wide travel; state travel may or may not be required; prolonged use of computer terminal possible; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

### EVALUATION: Auxiliary Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: May, 2017**