

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Electrician Tradesman

Supervisor's Title: Lead Electrician

Date Prepared: 12/03 **Date Reviewed:** _____ **Date Reviewed:** _____

Employee/Incumbent Review _____ **Immediate Supervisor Review** _____

Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl** _____

Job Location: Maintenance Services _____ **Lane** _____

Implementation Date: _____ **ADA Review** _____

JOB SUMMARY

Repairs, maintains and installs electrical systems and equipment, such as motors, transformers, wiring, switches, alarm systems, motor controls, etc.

ESSENTIAL FUNCTIONS

1. Installs, maintains, inspects, repairs and replaces a variety of electrical equipment and circuitry (motors, generators, heaters, transformers, burned out or frayed wiring, fuses, burned out elements, switches, alarm systems and motor controls). Uses sophisticated electrical test equipment to help in making appropriate repairs and replacements.
2. Plans and installs electrical service to portable buildings.
3. Plans layout and installs all types and capacities of conductors, devices, raceways, panel boards, fittings and lighting.
4. Coordinates with leadman, school and district officials as to how and when repairs will be made.
5. Assures that materials, tools and equipment are available for each assigned project.
6. Responsible for care and maintenance of truck inventory of tools, materials and equipment.

NON-ESSENTIAL FUNCTIONS

Occasional other duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS, NEC and ADA. Must be able to use hand tools, ladders and scaffolds, machine tools, small power tools, appropriate testing instruments effectively. Requires basic knowledge of HVAC equipment and energy management system. Must have basic mathematical skills. Must be skilled in oral and written communications and interpersonal relations. Must be able to plan work and organize apprentices and temporary workers, materials and equipment for specific projects.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license.

REQUIRED PRIOR WORK EXPERIENCE

Requires four years of job related and carefully monitored in the district designed apprenticeship program with demonstrated competence or acceptable equivalent.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING

May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assists in planning work projects. Assures that each assignment has sufficient tools, materials and supplies. Determines repairs and replacements of equipment as needed. Prioritizes work for specific jobs assigned. Must be able to perform assigned tasks without on-site supervision. May determine that the use of specific equipment is a danger to the user and remove the equipment or neutralize it in place.

SUPERVISION

Requires ability to motivate temporary workers, also, plan and initiate activities with minimum supervision. Responsible for planning work as assigned, assuring a high quality of the finished product. Makes specific work assignments and monitors performance of assigned employees. The work supervised can be complex. Coordinates with contract service vendors and material vendors on projects.

WORKING CONDITIONS

Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

PHYSICAL DEMANDS

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.