

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Electric Equipment Repair
Supervisor's Title: Foreman, General Maintenance
Date Prepared: 5/99 **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

Trouble shoot and repair a variety of district school portable equipment. Equipment may be mechanical or electrical and usually not to exceed 1,000 pounds. i.e. power tools, custodial equipment, electric motors, science equipment, etc.

ESSENTIAL FUNCTIONS

Trouble shoots and repairs a variety of district school portable mechanical and electrical equipment (power tools, custodial equipment, electric motors, science equipment, etc.)

Recommends to the supervisor if repairs should be contracted.

NON-ESSENTIAL FUNCTIONS

Occasional other duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Must be able to use hand tools, machine tools, small and large power tools, test equipment, and a small electric hoist. Must be able to work alone and show self motivation. Requires a good working knowledge of electrical and mechanical theory. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic mathematical skills. Must be skilled in oral and written communications and interpersonal relations. Must be able to plan work and organize temporary workers. Must be able to plan work and organize temporary workers, materials and equipment for specific projects.

REQUIRED EDUCATION AND TRAINING

Requires high school diploma or equivalent plus one year of formal training in maintenance and repair of electrical and mechanical equipment as outlined by the district apprentice program. 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 two years of carefully monitored work experience to complete apprentice program in electrical equipment repair or acceptable equivalent with demonstrated competence..

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.

SUPERVISION

Responsible for parts inventory and records of services along with care and maintenance of shop equipment used in making repairs. May supervise temporary workers at peak work loads. Responsible for planning work as assigned, assuring a high quality of the finished product. Makes specific work assignments and monitors performance of assigned employees. Coordinates with contract service vendors and material vendors on projects.

WORKING CONDITIONS

May involve danger in running and testing electrical and mechanical equipment. Protective safety devices must be worn in certain test and repair situations. 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.