

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>Maintenance Specialist- Electrician, General Journeyman</b>	
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b> Maintenance Supervisor
<b>EDUCATION:</b>	Completion of a recognized apprenticeship training and appropriate trade license from the State of Oregon. Journeyman Electrician License. Five years minimum of journeyman level electrician experience with at least one year experience with VFD, VLC, VAV etc. HVAC and Motor control experience. At least one year commercial electrician experience.	<b>FLSA Status:</b> Non-Exempt
<b>LENGTH OF WORK YEAR:</b>	260 Days/Year	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB DESCRIPTION:</b>	<p>Performs skilled work as a journeyman craftsman in the maintenance, construction and repair of District buildings, equipment, and grounds. Oversees all electrical revisions and subsequent inspections, as authorized by the State of Oregon Building Codes Agency.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Must possess or have the ability to obtain a CDL - Class B driver's license. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>	

### **ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)**

1. Performs and oversees at a journeyman level all electrical revisions and subsequent inspections in compliance with all regulating agencies.
2. Inspects, repairs, installs, services and maintains low voltage electrical and alarm systems throughout the district.
3. Communicated and works with local and state governing authorities regarding building code compliance.
4. Prepares plans, makes drawings and sketches of projects, and estimates costs and orders materials.
5. Complies with all applicable standards, policies, and procedures, including safety procedures and the maintenance of a clean work area.
6. Maintains tools and equipment in good working condition and keeps inventory of all tools.
7. Maintains preventative maintenance records.
8. Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
9. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of the breakdown and correct the problem.
10. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
11. Advise management on whether continued operation of equipment could be hazardous.
12. Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.
13. Maintain current electrician's license or identification card to meet governmental regulations.

14. Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.
15. Direct and train workers to install, maintain, or repair electrical wiring, equipment, and fixtures.
16. Use a variety of tools and equipment such as power construction equipment, measuring devices, power tools, and testing equipment.
17. Install ground leads and connect power cables to equipment, such as motors.
18. Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment.
19. Repair or replace wiring, equipment, and fixtures, using hand tools and power tools.
20. Work from ladders, scaffolds, and roofs to install, maintain or repair electrical wiring, equipment, and fixtures.
21. Attendance is an essential function of this position.
22. May assist other trades as needed.
23. May inventory and make recommendations concerning purchase of materials and equipment.
24. Performs minor vehicle repairs.
25. Additional duties as assigned by supervisor.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.			√		
76-100 lbs.	√				
> 100 lbs.	√				
Maximum amount lifted by worker without assistance: 75 lbs.					
If required, lifts over __75__ lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.				√	
76-100 lbs.			√		
> 100 lbs.			√		
Maximum amount carried by worker without assistance: 75 lbs.					
If required, carrying over __75__ lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.			√		
76-100 lbs.			√		
> 100 lbs.			√		



Prepared by: Director of Human Resources

In the event of an on the job injury:

<i>For physician to complete:</i>	
<b>Is this job appropriate?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Release: _____
If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____	
Physician's Signature _____	Date _____

