

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Maintenance Specialist- Electrician, General Supervising	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Maintenance Supervisor
EDUCATION:	Completion of a recognized apprenticeship training and appropriate trade license from the State of Oregon. General Supervising Electrician License. Five years minimum of supervising 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.	FLSA Status: Exempt
LENGTH OF WORK YEAR:	Hours and day as specified on job posting.	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB DESCRIPTION:	<p>Performs skilled work as a general supervising electrician 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 supervising level all electrical revisions, installations 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, refrigeration, HVAC 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 general supervising 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.			√		
Maximum weight of object pushed/pulled by worker: 75					
Distance: ___50 ft.___ Type of Surface: (i.e. level, carpet, tile): ___Level_____					

ENVIRONMENT (WORK CONDITIONS)*	
Works Inside ___50___% of the time	/ Works Outside ___50___% of the time.
Temperature Extremes: Yes	
Works on or around moving machinery or mechanical parts: Yes	

*Varies by location and season of year.

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				√	
Twist				√	
Crouch/Squat				√	
Kneel				√	
Crawl				√	
Walk-Level Surface					√
Walk-Uneven Surface				√	
Climb Steps				√	
Climb Ladder				√	
Work at Heights				√	
Reach at or Above Shoulder				√	
Reach Below Shoulder				√	
Use of Arms					√
Use of Wrists					√
Use of Hands					√
Grasping/Squeezing					√
Operate Foot Controls			√		

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting/Driving				√			
Standing					√		
Walking				√			
Change Positions					√		

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

_____ Employee Signature _____ Date _____
 Print Employee Name

Employer Representative (Immediate Supervisor):

_____ Signature _____ Date _____
 Print Name Title

Prepared by: Director of Human Resources

In the event of an on the job injury:

<i>For physician to complete:</i>	
Is this job appropriate? <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 _____

