## KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Maintenance Specialist- Electrician, Ger	neral Supervis	ing
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.  Valid Driver's License	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 annual	ly in accordance	with Klamath County School District policies.
GENERAL JOB DESCRIPTION:	Performs skilled work as a general supervising el district buildings, equipment, and grounds. Over authorized by the State of Oregon Building Code Physical ability to adhere to OSHA and district sa disease control plan (blood borne pathogens) an hazardous chemicals as identified on the MSDS so This position is considered a safety sensitive pos	sees all electrica s Agency. fety regulations. d be aware of th heets. Responsil	Work within the district's communicable e existence and potential exposure to

## 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.

- Maintain current general supervising electrician's license or identification card to meet governmental regulations. 13.
- Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes. 14.
- Direct and train workers to install, maintain, or repair electrical wiring, equipment, and fixtures. 15.
- Use a variety of tools and equipment such as power construction equipment, measuring devices, power tools, and 16. testing equipment.
- Install ground leads and connect power cables to equipment, such as motors. 17.
- Perform business management duties such as maintaining records and files, preparing reports and ordering 18. supplies and equipment.
- Repair or replace wiring, equipment, and fixtures, using hand tools and power tools. 19.
- Work from ladders, scaffolds, and roofs to install, maintain or repair electrical wiring, equipment, and fixtures. 20.
- Attendance is an essential function of this position. 21.
- 22. May assist other trades as needed.
- May inventory and make recommendations concerning purchase of materials and equipment. 23.
- Performs minor vehicle repairs. 24.
- 25. Additional duties as assigned by supervisor.

## PHYSICAL REQUIREMENTS (Mark appropriate box)

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				1	
21-50 lbs.			11.14	<b>V</b>	
51-75 lbs.	200	100	<b>√</b>	W	CALLUS TOP
76-100 lbs.	1	E 5-0		10.00	- 12.71
> 100 lbs.	1	11-5-4	A R C F	1	7 1

lbs. are performed with two or more people or lift devices.

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.	100				1
11-20 lbs.	1			<b>√</b>	-7/
21-50 lbs.		100		<b>√</b>	
51-75 lbs.	0.00			√	
76-100 lbs.			1		
> 100 lbs.			1		
Maximum am	ount carried b	y worker withou	it assistance: 75 lbs.		
If required, ca	rrying over	75lbs. are pe	rformed with two or	r more people or l	ift devices.

PUSHING/PULL	ING 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.			<b>V</b>		
76-100 lbs.			1		

> 100 lbs.			1		
Maximum we	eight of object p	ushed/pulled by	y worker: 75		
Distance:	50 ft Typ	e of Surface: (i.e	e. level, carpet, tile):	Level	

ENVIRONMENT (WORK CONDITIONS)*		
Works Inside50% of the time	/	Works Outside50% of the time.
Temperature Extremes: Yes		
Works on or around moving machiner	y or m	echanical parts: Yes

\*Varies by location and season of year.

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop	1			1	
Twist	11			1	50
Crouch/Squat				1	
Kneel				<b>V</b>	
Crawl				<b>V</b>	200
Walk-Level Surface					1
Walk-Uneven Surface				1	
Climb Steps		-		1	- 1
Climb Ladder				1	
Work at Heights			-	7	
Reach at or Above Shoulder				√	
Reach Below Shoulder				1	
Use of Arms					<b>V</b>
Use of Wrists			1 6		√
Use of Hands	2.7	0.1	1.7	100	1
Grasping/Squeezing	A 18	73.1	11 2	. 0 . 0	1
Operate Foot Controls	71.		1		

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		9		1		- 4.5	- 20
Standing	1.0				1	-77/	
Walking	100			1		9//	
Change Positions					1		

**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 function	ons of the position:
Print Employee Name	Employe	e Signature	Date
Employer Representative (Immediate Supervisor):			
Print Name	Title	Signature	

Prepared by: <u>Director of Human Resources</u>

In the event of an on the job injury:

ysician's Signature	time, please provide an "ANTICIPATED" DATE:  Date	
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