

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

4/1/16	UTILITIES HEAD WORKER SUPERVISING ELECTRICIAN	2.5.11
Effective Date	Job Title	Index

PURPOSE

To positively impact student achievement by performing the duties of a supervising electrician to include supervision, installation, maintenance repair, and replacement of all electrical systems and HVAC wiring in all District locations. Responsible for the operation, maintenance and repair of all electrical, plumbing, fire protection systems, intercoms, clocks and kitchen equipment.

CLASS CHARACTERISTICS

This is the lead level class in the maintenance worker series. Positions in this class perform work coordination responsibilities on a regular basis which limit time available to perform physical work functions. Responsibilities include oversight of several building trades within a section of the Maintenance Department. Also, this class performs the most supervisory functions except hiring, discipline and discharge.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee so long as performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

Exercises functional and technical supervision over personnel in the trades of electrical, low-voltage, plumbing, fire protection, intercom, clocks, and kitchen equipment.

EXAMPLES OF DUTIES – may include, but are not limited to, the following:

Supervise and participate in all operational maintenance, repair and installations, to include electrical, low-voltage, plumbing, fire protection, intercom, clocks, and kitchen equipment.

Ensure work is assigned appropriately based on employee trade licenses. Oversee all apprenticeship programs for electrical, low-voltage, plumbing, fire protection and others, as required.

Serve as signing electrician for all electrical installations.

Maintain master electrical permits and inspections for all new installations performed by in-house staff.

Assign, schedule and oversee work of outside contractors.

Review work to be accomplished and assign jobs to crew members.

Perform shop and field inspections working in-progress and completed jobs.

Assist in the preparation of the annual budget; prepare forecasts for area of assignment.

Perform administrative analysis of systems and procedures of electrical and energy consumption. Prepare reports of findings.

Provide technical assistance to management personnel.

Provide technical advice to personnel. Provide estimates of time and materials as required by the supervisor.

Perform journey-level work.

Monitor the upkeep and repair of tools and equipment used in the trade.

Order materials and supplies as needed; maintain records as required.

Assist in the performance evaluation of assigned employees.

Prepare reports and correspondence.

Assist on special projects as may be identified by the Facilities staff.

Provide assistance to other maintenance personnel as necessary.

Maintain regular and consistent attendance and punctuality.

Perform related duties consistent with job description and assignment.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of electrical and mechanical systems.

Principles and practices of work coordination and evaluation.

Applicable codes, policies, regulations and laws governing work procedures and practices of the trades.

Methods, materials, equipment and tools used in the trades.

MSD sheets; what they are for and how to use them.

Applicable safety rules, practices, and procedures.

Local, state and national repair, installation and operation codes.

Ability to:

Develop and implement a program of maintenance, repair, replacement and installation of systems and materials for electrical, low-voltage, plumbing, fire protection, intercom, clocks, and kitchen equipment.

Prepare estimates with time and materials.

Work from sketches, shop drawings and blueprints.

Prepare project specifications for acquiring bids and/or proposals for projects.

Coordinate projects with contractors.

Train others in technical skills.

Prioritize and schedule daily calls and preventive maintenance.

Read and comprehend MSD sheets.

Maintain records of work orders, parts, and preventive maintenance performed.

Operate a vehicle and machines or tools used in maintenance and repair of electrical, low-voltage, plumbing, fire protection, intercom, clocks, and kitchen equipment.

Use technology for word processing, spreadsheets, communication, the work-order database and other related applications and devices.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience:

Minimum of 5 years in a supervisory or lead position.

Training:

High school diploma or equivalent.

Any equivalent combination of education, training, and experience which provides the required knowledge and abilities may be considered in lieu of requirements above.

Special requirements:

Possession of a valid Oregon driver's license.

Possession of a General Supervising Electrician License or Limited Supervising Electrician License.

WORK ENVIRONMENT:

Work is often done independently, in the field year-round and involves exposure to chemicals, dirt, dust other unpleasant or dangerous materials. May be required to work various shifts in order to avoid disruption of school or work.

PHYSICAL REQUIREMENTS:

Frequent twisting, bending stooping lifting all types of weight occasionally up to 80 pounds. On feet all day or on back under machinery making repairs or performing maintenance on all District properties and systems. Must be able to work in attics or crawlspaces, roofs, tunnels and climb ladders as needed.

Salem-Keizer School District is an equal opportunity employer.

Position: Utilities Head Worker and Supervising Electrician Worker

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name: _____