



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Electrician

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: AFSCME Cust/Maint/Veh Svcs

Non-Union or Specific Collective Bargaining Agreement: AFSCME Maintenance Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform skilled planning, lay outs, installation and repairs of wiring, electrical fixtures, apparatus and control equipment.

Essential Functions of this Job

Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, or electrical control systems. Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem. Connect wires to circuit breakers, transformers, or other components. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes. Advise management on whether continued operation of equipment could be hazardous. 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. Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes. Direct and train workers to install, maintain, or repair electrical wiring, equipment, and fixtures. Prepare sketches or follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety code.

Must be able to perform physical tasks as set forth in the Physical Environment section of this document.

Non-Essential Functions of this Job

Position Title: Electrician

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Minimum five years full-time practical experience in commercial and/or industrial 3 phase electrical repair work under a licensed contractor. Considerable knowledge of the standard practices, methods, tools and materials of the electrical trade. Knowledge of local and national electrical codes. Knowledge of the hazards of the trade, and of appropriate precautionary measures. Ability to locate and adjust defects in electrical systems and equipment. Ability to make accurate estimates of time and materials. Ability to work from electrical diagrams and blueprints, and to understand and effectively carry out oral and written instructions. Skill in the use of the tools, materials and equipment of the electrical trade. Ability to keep daily records and logs. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from high school, completion of GED, or trade school. Must possess and maintain an active journeyman or masters license. Must have a valid driver's license appropriate to the vehicles assigned to the trade, and be qualified to drive a School Board vehicle.

Work Context:

Requires standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public. Requires the use of alternative communication systems such as electronic mail, telephones, two way radios and computers.

Physical Environment:

Requires standing for the majority of the day, and the ability to frequently lift, carry, move and/or position objects weighing up to 80 pounds. May infrequently be required to lift more than 80 pounds with assistance as needed. Requires working both indoors and outdoors. Requires the proper use of personal protective devices and equipment as assigned.

Local Code: 0297
EEO5: 53
Approval Date: 2005-12-13
Date Last Revised: 2012-12-12

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.