

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ELECTRICIAN

SALARY SCHEDULE: SSP11

COST CENTER: FACILITIES SERVICES (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Successful completion of a minimum of two (2) years training in electrical theory and procedures; or,
- (3) Acceptable equivalent experience as a maintenance electrician.
- (4) Possess or obtain within 6 months of hire a valid Municipality issued Journeyman Electrical License.
- (5) Possess a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to effectively use the tools of the trade. Knowledge of preventive maintenance programs and local, state and federal requirements. Ability to communicate effectively, both orally and in writing. Ability to read and follow instructions. Ability to read drawings and schematics. Ability to do cross-over work in other trade areas if required. Knowledge of National Electrical Code and state, local and Department of Education (DOE) codes and regulations.

REPORTS TO:

Trade Manager, Facilities Services

JOB GOAL

To assist in maintaining schools and other facilities in such a manner that students and staff can work in a healthy and safe environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Install, repair, adjust and maintain all electrical equipment.
- * (2) Diagnose electrical circuits and effect repairs in a safe, efficient and timely manner.
- * (3) Evaluate needed repairs and identify needed materials and parts to complete maintenance assignments.
- * (4) Maintain accurate records of work performance.
- * (5) Perform all work in compliance with all National Electrical Codes, local, state and DOE codes and regulations.
- * (6) Develop accurate data relative to department inventory needs as required.
- * (7) Instruct users in the proper application and care of electrical equipment.
- * (8) Demonstrate initiative in the performance of assigned responsibilities.
- * (9) Provide for a safe and secure workplace.
- * (10) Model and maintain high ethical standards.
- * (11) Follow attendance, punctuality and proper dress rules.
- * (12) Maintain confidentiality regarding school matters.

ELECTRICIAN (Continued)

- *(13) Maintain positive relationships with staff and vendors.
- *(14) Participate in workshops and training sessions as required.
- *(15) Communicate effectively with staff and vendors.
- *(16) Keep supervisor informed of potential problems or unusual events.
- *(17) Respond to inquiries and concerns in a timely manner.
- *(18) Prepare all required reports and maintain all appropriate records.
- *(19) Follow all School Board policies and department policies and procedures.
- *(20) Exhibit interpersonal skills to work as an effective team member.
- *(21) Demonstrate support for the School District and its goals and priorities.
- *(22) Sustained focus and attention to detail for extended periods of time.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 01

*Essential Performance Responsibilities