



Job Title: Electrician Journeyman
Job Family: Non-Certified
Pay Program: Classified
Typical Work Year: 12 Month Position
Reports to: Director of Buildings and Grounds

SUMMARY: Responsible for implementing repairs, troubleshooting and performing preventive maintenance on indoor lighting systems, electrical systems and apparatus, main power distribution systems and panel boards, outdoor facility lighting, construction projects, kitchen equipment and HVAC systems. Respond to emergency power failures and emergency back-up systems. Monitor and test various electrical systems. Implement inspection of contractor performed work in renovations and new construction projects. Locate electrical underground wiring for various projects. Must possess and maintain a valid State of Iowa Journey Electrician License.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of time
1. Implement repairs on indoor lighting systems including hallways, classrooms and gyms.	W	20%
2. Implement maintenance repair and troubleshooting for electrical systems and apparatus.	W	15%
3. Implement preventive maintenance inspections and repairs in all district facilities.	W	15%
4. Implement repairing power to all main power distribution systems and panel boards.	W	10%
5. Implement repair on all outdoor facility lighting including signs, parking areas and security lighting.	W	10%
6. Implement installation of electrical services for construction projects such as computer labs, power upgrades, mobile classrooms, parking lot and field lighting installation.	W	5%
7. Respond to emergency power failures and emergency back-up systems. Monitor and test various electrical systems.	W	10%
8. Implement inspection and repair on outdoor lighting systems including stadium and ball field lighting. Implement underground electrical locates for various projects. Repair voltage lines for all HVAC systems.	W	5%
9. Implement repairs on line voltage of kitchen equipment including dishwashers, booster heaters, disposals and freezers.	W	3%
10. Coordinate inspections for contractor performed work in renovations and new construction projects.	W	2%
11. Repair and maintain all line voltage, equipment voltage and control voltages. Respond to emergencies in building. Perform other duties as assigned.		5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Courses required to meet Iowa state regulations for a Journey Electrical License.
- Minimum of three (3) years of experience in electrical installation, construction, maintenance and preventive maintenance.

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- Valid Iowa driver’s license.
- Valid State of Iowa Journey Electrician License.
- Completion of district safety training.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Problem solving and troubleshooting skills.
- Knowledge of electrical codes.
- Must demonstrate proficiency in areas of training/certification prior to advancement to this level.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to respond to departmental emergencies.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of power tools and trade hand tools.
- Operating knowledge of electrical meter and locaters, backhoes and trenchers required within 1 month after hire.
- Operating knowledge of high lifts, bucket truck, boom truck and man life required within 6 months after hire.
- Operating knowledge of and experience with personal computers and peripherals and typical office equipment, such as telephones, copier, fax machine, E-mail, etc. required within 12 months after hire.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Director of Buildings and Grounds	

- This position may direct and guide the work of, train and assist with the hiring of lower level electricians as needed.

	Position Title	# of Employees	Job Code

Direct Reports:	This job has no direct supervisory responsibilities		
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear				X
Taste	X			
Smell				X

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy			X	
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile	X			
Negotiate	X			

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		

Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock				X
Work with explosives		X		
Risk of radiation		X		
Vibration			X	

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.