

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Journeyman Electrician
Prepared Date: 10/14/2016
Revised Date: 9/1/2021
Work Year: 261 days
Department: Facilities
Reports To: Trades Foreman
Salary Range: Licensed/Certified/Journey Trades – ACME Negotiated Agreement
Benefits: Fringe Benefits based on ACME Negotiated Agreement
Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Electrician is to perform highly skilled journey-level work in the repair, alteration, construction, installation, and maintenance of electrical distribution centers, systems, and equipment.

QUALIFICATIONS:

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. 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.

REQUIRED:

- High School Diploma or equivalent
- Colorado State Journeyman License (Electrician).
- Valid Colorado driver's license. Employee will be required to drive one or more District vehicles. Employee must maintain a driving record that meets the standards of the District insurance policy.
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Five (5) years of journey-level electrical experience
- Master Electrician's License

SKILLS AND KNOWLEDGE:

- Excellent interpersonal and communication skills.
- Knowledge and application of electrical principles, materials, and safety standards
- Knowledge of the makeup, operations, and installation of a variety of electrical systems, circuits, equipment, and controls
- Ability to install, maintain, modify, repair, trouble-shoot (trace and locate defects), load and test new and existing electrical lines, circuits, electrical wiring systems, fixtures, controls, and equipment
- Ability to work from building plans, blueprints, wiring diagrams, engineering drawings, and electrical maintenance and repair manuals
- Ability to plan and lay out the routing placement, type, size, gauge, balance, load, continuity, and proper/safe cooperation of electrical lines, circuits, systems, equipment, and controls
- Ability to determine, arrange, plan, and route distribution panels, boxes, circuits, fittings, connections, and controls
- Ability to determine and install wiring, conduit, fixtures, and arrangements needed for proper and safe operations of electrical systems, circuits, and equipment
- Ability to establish and maintain harmonious relationships with public and co-workers
- Excellent work history of reliable performance, including attendance, punctuality, and attention to job responsibilities.
- Prioritize, plan, organize, and execute work effectively, act independently, and exercise initiative in the performance of job duties.
- Ability and willingness to take ownership/responsibility for project completion and provide initiative in reaching organizational goals.

- Ability to work under pressure performing a multitude of ongoing tasks and last-minute deadlines and changes with minimal errors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Install, repair, and service high voltage distribution centers and related systems
- Inspect, repair, install, test, service, and maintain electrical systems including conduit and duct systems, equipment control systems, fire alarm and life safety systems, sprinkler controllers, intercom systems, lighting systems, uninterruptible power supplies, generators, lighting, electrical feeders and branch circuitry; assure balanced load and clean electrical flow
- Perform installation of new electrical circuits, equipment, and devices where work is assigned by the foreman / supervisor orally or through building plans, wiring diagrams, engineering drawings, work orders, equipment or project specifications
- Wire new construction, remodels, and altered structures and decide on the types and sizes of conduit, wiring, relays, distribution panels, and other electrical devices proper for the work and arrange, install, and repair a variety of complete electrical systems as well as any parts of the systems in accordance with all applicable codes and safety regulations
- Inspect and repair main distribution breakers on transformers and high voltage systems
- Replace circuit breakers and panels and determine the size, type, and gauge of wiring, conduit, couplings, fittings, relays, controls, and distribution panels needed for safe and proper operation of systems, circuits, and equipment
- Assemble, install, and maintain lighting fixtures, switches, and field lighting systems
- Plan, organize, and lay out the needed routing, placement, and arrangement of systems, circuits, controls, and equipment assigned electrical tasks
- Install supplemental power to temporary and additional facilities and equipment as assigned
- Provide work direction and assistance to maintenance personnel
- Access and retrieve work orders using the automated work order system. May enter time and materials information associated with work performed on orders.
- Order, requisition, and maintain an adequate inventory of supplies, parts, and materials
- Drive a service vehicle to and from work sites

- Respond to emergency or critical incidents in order to confine, resolve, and/or prevent environmentally hazardous conditions

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by Trades Foreman, Maintenance and Operations Supervisor, or the Executive Director of Facilities and Construction Management.

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 DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 7.5-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 - 7.5 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	

Using foot control			X		
*Pushing/Pulling Maximum weight: 100 lbs.			X		
Lifting Maximum weight: 100 lbs.			X		
Carrying Maximum weight: 75 lbs.			X		

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, glue or bonding agents; regularly exposed to the possibility of receiving cuts and serious injuries and risk of electrical shock while performing work on electrical systems; outdoor weather conditions; extreme cold; extreme heat;. The noise level in the work environment will regularly be loud enough to require hearing protection.