

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: Master Electrician – Project Leader
Prepared Date: 9/20/2009
Revised Date: 9/1/2021
Work Year: 261 days
Department: Facilities
Reports To: Trades Foreman
Salary Range: Project Leader – ACME Negotiated Agreement
Benefits: Fringe Benefits based on ACME Negotiated Agreement
Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Master Electrician – Project Leader is to be responsible for coordinating and executing repairs, troubleshooting and preventive maintenance on, including but not limited to, 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. Coordinate inspections for contractor performed work in renovations and new construction projects. Locate electrical underground wiring for various projects. The Project Leader repeats instruction from supervisors to workers in the group. Assigns work to the group and directs projects while setting the work pace. Must demonstrate proper methods or techniques involved in the tasks to be accomplished. He/she is responsible for plans, blueprints, materials, and tools being available on the job. The Project

Leader informs supervisors of impending problems, urges and advises employees to follow instructions and meet deadlines, and reports to the supervisors as to the status of the work assigned. The Project Leader inspects work in progress and assures that safety and fire rules are followed.

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
- Minimum of five (5) years of experience in electrical installation, construction, maintenance, and preventative maintenance.
- Valid Colorado State Master Electrician License
- Valid Colorado driver's license. Employee will be required to drive one or more District vehicles. Employee must be insurable by the District's insurance carrier
- 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:

- Experience in an organization maintaining multiple buildings and sites

SKILLS AND KNOWLEDGE:

- Critical thinking, problem solving and troubleshooting skills.
- Thorough knowledge of electrical codes.
- Must demonstrate proficiency in areas of training/certification prior to advancement to this level.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities
- Ability to promote and follow Board of Education policies, district and department procedures.
- 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 complete and authorize applications for electrical building permits at the state and local level (on-line and hard copy), to inspect all work, and to verify compliance with applicable plans, specifications, and codes.
- Ability to establish and maintain harmonious relationships with public and coworkers.
- Ability to coordinate the work effort of Journeyman Electricians and is responsible for assuring that work assignments of group members are carried out and completed.
- Ability to work with the Journeyman Electricians and set work pace.
- Ability to assign work and check progress of journeyman electricians.
- Ability to institute that all safety, work, and fire standards are followed.
- Knowledge and application of electrical principles, materials, and safety standards.
- Knowledge of the makeup, operation, 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 operation 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.
- Operating knowledge of power tools and trade hand tools.
- Operating knowledge of electrical meter and locaters, backhoes and trenchers required.
- Operating knowledge of high lifts, bucket truck, boom truck and man lift required.
- Operating knowledge of and experience with personal computers and peripherals and typical office equipment, such as telephones, copier, fax machine, Email, etc. required within 6 months after hire.

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.

- Coordinate and execute repairs on indoor lighting systems including hallways, classrooms and gyms.
- Perform maintenance repair and troubleshooting for electrical systems and apparatus.
- Coordinate and execute preventive maintenance inspections and repairs in all District facilities.
- Coordinate and execute repair power to all Main Power Distribution Systems and Panel Boards.
- Coordinate and execute repair on all outdoor facility lighting including signs, parking areas and security lighting.
- Coordinate installation of electrical services for construction and renovation projects such as computer labs, power upgrades, mobile classrooms, parking lot and field lighting installation, including requesting required building/electrical permits and ensuring that all work performed meets all code requirements.
- Respond to emergency power failures and emergency back-up systems.
- Monitor and test various electrical systems.
- Coordinate and execute repair on outdoor lighting systems including stadium and ball field lighting.
- Coordinate and execute repairs on line voltage of kitchen equipment including dishwashers, booster heaters, disposals and freezers.
- Coordinate inspections for contractor performed work in renovations and new construction projects.
- Locate electrical underground wiring for various projects.
- Access and retrieve work orders using the automated work order system. May enter time and materials information associated with work performed on orders.
- Coordinate and execute repair to line voltage for all HVAC systems.
- Respond to emergency or critical incidents in order to confine, resolve, and/or prevent environmentally hazardous conditions
- Responsible for purchasing materials with P-card; ensuring invoices are turned in daily with proper information for work order transactions; maintaining supplies, inventories and equipment; and working with prescribed budget.
- This position may guide the work of, train and assist lower licensed level Electricians, as needed.

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 frequently be loud enough to require hearing protection.