



Mobile County PUBLIC SCHOOLS

Job Description Title – ELECRICIAN

SUPERVISED BY/REPORTS TO: Zone Team Lead or their designee

FLSA Designation: Non-exempt

QUALIFICATIONS:

- Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- High School Graduate or possess a G.E.D.
- Good general health, clean in attire and appearance.
- Ability to understand and follow oral and written instructions.
- Regular and punctual attendance; full compliance with system sick leave and personal leave policies

LANGUAGE SKILLS:

Ability to read and interpret documents including safety rules, construction schematics and electrical equipment manuals, and school and district procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

COMPUTER SKILLS:

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must use technology to communicate, to produce and to maintain reports, and to correspond with district staff and other team members. MUST learn the MCPSS Work Order Program.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Installs and performs alterations, maintenance, and repair of electrical systems and equipment fixtures.
2. Installs, maintains and repairs electrical equipment, i.e. inside and outside electrical systems, inside and outside lighting systems, emergency power and lighting systems and heating systems.
3. Installs and maintains outside overhead lighting in parking areas including working on poles.

4. Keeps electrical motors in working order and performs repairs to electrical motors, controllers, switchboard panels.
5. Installs overhead and underground electrical wire.
6. Locates and corrects power failures and motor trouble on electrically operated machinery.
7. Installs electrical additions and alterations to buildings as requested/required.
8. Performs electrical and mechanical work in repairing and replacing parts, using standard and specialized tools and equipment.
9. Operates volt meters, amp meters, and specialized meters. Works with 24, 48, 120, 277, and 480 volt equipment.
10. Maintains accurate records and submits records of time, labor, and materials via computer-based programs.
11. Establishes and maintains effective working relationship with supervisors, foremen, and other employees.
12. Completes work assignments without close supervision.
13. Completes all projects with neatness and in conformance with standards or related trade.
14. Ability and willingness to work in a highly demanding, stressful environment.
15. Maintains appropriate confidentiality regarding school/workplace matters.
16. Attends all required training meetings and workshops.
17. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
18. Reports absences and takes leave in accordance with Board policies and procedures.
19. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
20. Works well with all supervisors and other members of the team.
21. Performs other duties assigned by supervisor or administrator.

OTHER REQUIRED SKILLS and ABILITIES:

- Ability to work in a friendly manner with co-workers and supervisors.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

- The employee is frequently required to sit, walk, or stand for possible long periods of time.
- The employee must have physical strength, agility, dexterity, acuity, reflexes, ability to grasp, push, pull, lift, and mobility to perform job responsibilities.
- The employee must occasionally lift and/or move up to 25 pounds and push or pull up to 50 pounds.
- The ability to climb a step ladder and single ladders.

- The specific vision abilities required by this job include close, distance, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ The employee works indoors often with limited climate control. While performing the duties of this job, the employee may be outside for brief periods where the temperatures are above 100° or below 32°.
- ✓ The employee must be able to meet deadlines with severe time constraints and interact with public and other workers.
- ✓ The employee may be exposed to noise levels that are loud enough in a warehouse, garage, that the employee must raise his/her voice to be heard. May be outside where the employee has to raise their voice to be heard some distance.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Zone Team Lead or their designee.

TERMS OF EMPLOYMENT

12-months (240 days) 8 hours per day. Daily work schedule will be determined by the Director of Maintenance or his/her designee. Work schedules are subject to change. The At Will Employee is subject to the Students First Act of 2011 and other applicable state and federal laws.

- **THIS POSITION MAY BE REQUIRED TO WORK AFTER HOURS AND WEEKENDS WHEN NECESSARY.**
- **THIS POSITION MAY ALSO BE REQUIRED TO PERFORM DUTIES ON A SHIFT WORK SCHEDULE.**

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.