

Help Wanted: Public School Electrician (New Bedford)

POSITION: Public School Electrician

DEPARTMENT: Facilities Operations

FUNCTION: Installs, maintains, tests and repairs all components of electrical systems. To perform routine maintenance and to respond to alarms and emergency calls related to mechanical systems and utilities. This was position was established for the purpose of providing electrical services, per district/ local/state/federal objectives and/or standards, with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading electrical systems and fire alarm equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

SUPERVISION RECEIVED: Works under the general supervision of the Assistant Facilities Manager (Supervisor of Maintenance) and/or Director of Facilities Operations.

SUPERVISION EXERCISED: None.

DUTIES

1. Analyzes blue prints, schematics, and drawings of electrical systems for the purpose of determining the efficient installation of new or upgraded systems.
2. Coordinates with assigned trades for the purpose of completing projects and work orders efficiently.
3. Diagnoses causes of electrical problems or failures for the purpose of identifying equipment and/or systems repair.
4. Informs personnel regarding procedures and/or status of

work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.

5. Inspects electrical systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.

6. Installs electrical system components (e.g. lighting, alarms, electrical panels, switches, circuits, scoreboards, timers, fire panels, smoke detectors, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.

7. Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.

8. Monitors the electrical work of outside contractors (e.g. new school sites, electrical system upgrades/expansions, major remodels, etc.) for the purpose of ensuring that the projects are satisfactory completed and within district specifications.

9. Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.

10. Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.

11. Repairs electrical components and/or systems (e.g. motors, circuits, transformers, generators, compressors, switches, intercom systems, cafeteria kitchen equipment, etc.) for the purpose of ensuring a safe working condition.

12. Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.

13. Responds to emergency situations during and after hours

for the purpose of resolving immediate safety concerns.

14. Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

15. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electrical systems; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices; and handling hazardous materials.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in installation, troubleshooting, maintenance, and repair of electrical systems/subsystems; troubleshoot/maintain mechanical, electrical, environmental systems/subsystems including control/balancing these systems; and blueprints and schematics.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar

processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working independently and with interruptions; and complying with OSHA regulations.

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Responsibility

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Working Environment

High School diploma.

Experience Job related experience is required.

To apply, submit letter to Al Oliveira. **ALL APPLICATIONS MUST**

BE SENT TO THE OFFICE OF HUMAN CAPITAL SERVICE at 455 Country
Street, New Bedford, MA 02740