



## **Job Description**

**Job Title:** Electrician I

**Supervisor:** Electrician Supervisor and Electrician Crew Leader

**Position Code:** 5N25, EN25

**Pay Grade:** 24

**Job Classification:** Non-Exempt

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for maintaining and repairing minor electrical equipment, minor motor controls, and installing and repairing fluorescent, industrial and general lighting fixtures and connections.

### **Essential Duties**

1. Repairs minor electrical equipment, minor motor controls
2. Installs and repairs fluorescent, industrial and general lighting fixtures and connections.
3. Performs minor additions to existing wiring.
4. Installs and repairs all electrical outlets and switches
5. Performs all related work in compliance with the National Electrical Code.
6. Performs preventative maintenance on crucial life safety equipment in the buildings as assigned and keep an updated log.
7. Access and navigate the School Dude maintenance software to document labor, materials, and other applicable data.
8. Access and navigate the SunTrust Spending Platform to reconcile P-Card purchases.
9. Follows and helps ensure safe work practices as mandated by NFPA-70E and other department safety policies.
10. Coordinates all work through the Electrician Supervisor and/or Electrician Crew Leader.
11. Models nondiscriminatory practices in all activities

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

Performs any other related duties as assigned by the Electrician Supervisor, Electrician Crew Leader or appropriate administrator.

### **Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Completion of a standard high school or GED. Knowledge of the standard practices, tools, and terminology of the electrical trade. Good knowledge of elementary electrical theory; ability to make

repairs to electrical wiring devices, lighting fixtures and minor electrical equipment. Must obtain an Asbestos Supervisor and Lead Renovator certificate within one year of hire. Must be able to obtain a Journeyman Electricians License within 18 months of hire. Must possess a valid Virginia Driver's License.

**Working Conditions and 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. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Demonstrates ability to climb ladders and work at heights up to 60 feet. (Height reached by bucket truck and single man lift). Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop/building environment. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Electrician Supervisor and Electrician Crew Leader

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Electrician I will be required to follow any other instructions and to perform any other related duties as assigned by the Electrical Supervisor, Electrician Crew Leader or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_