

## POSITION DESCRIPTION

<b>TITLE:</b>	Maintenance II - Electrician	<b>SUPERVISOR:</b>	Director of Buildings and Grounds
<b>DEPARTMENT:</b>	Buildings and Grounds	<b>CLASSIFICATION:</b>	Buildings and Grounds Bargaining Unit

**I. Accountability Objectives:**

Primary responsibility for maintaining and repairing District electrical systems and for installation and replacement of wiring. Consults with custodians, creates an efficient schedule and work flow, and orders materials. Performs maintenance functions as required within the District as directed by the Director of Buildings and Grounds. Works designated hours, receives job assignments from Director of Buildings and Grounds.

**II. Position Characteristics:**

Salary: On Schedule  
Length of Contract: 12 Months  
Work Day: 8 hour shift as assigned

**III. Position Relationships:**

Reports to: Director of Buildings and Grounds  
Coordinates with: Administrators, other custodial and maintenance personnel

**IV. Position Qualifications:**

A. Desired Qualifications:

1. Journeyman (master preferred) electrician.
2. Two years of work experience in building or industrial maintenance of electrical systems.

B. Special Qualifications:

1. Training in electrical repairs and in diagnosing electrical problems and choosing the most practical and effective method of repair.
2. Training and in depth understanding of the principles of electricity and electrical systems.
3. Able to work at heights, Man Lift certified.

**V. Position Responsibilities:**

- A. Troubleshoots and performs preventative maintenance, repairs, and modifications on all types of electrical systems and related equipment in accordance with all local, state, and federal codes.
- B. Assembles, installs, and tests electrical systems in accordance with all local, state, and federal codes.
- C. Evaluates electrical systems through inspections and/or interpretation of drawings and specifications. Evaluates and assists in implementation, inspection, and coordination of major contracted modifications or installations of electrical systems.
- D. Monitors, tests, and maintains electrical systems through use of complex test equipment.
- E. Maintains inventory of electrical supplies and parts.
- F. Communicates and works effectively with co-workers at all levels.
- G. Proficient with single and three phase power, lights, and low voltage, motors, and pumps, power converters, transformers, and generators.
- H. Works with low pressure steam and hot water heating systems.
- I. Works with kitchen equipment, electrical needs and refrigeration.

## POSITION DESCRIPTION

- J. Cleans, tests, and maintains air conditioning systems. Has competency in safe use of refrigerants in accordance with national standards and codes.
- K. Provides technical assistance to building personnel.
- L. Plows snow.
- M. Performs other duties as assigned.

---

*Eau Claire Area School District  
500 Main Street, Eau Claire, Wisconsin 54701  
(715) 852-3000 Fax (715) 852-3004*

*New: 4/23/1993*

*Revised: 10/2010*

*Location: R:\Position Descriptions\B&GMaintenance II - Electrician.doc*