

Job Description

Bismarck Public Schools

F & T Electrician – Journeyman

Purpose Statement

The job of Facilities and Transportation Electrician – Journeyman is done for the purpose/s of providing electrical services to ensure completion of projects in accordance with trade standards; providing information on proper uses of equipment; identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading electrical systems and equipment; and supporting other skilled trades in completing work assignments.

This job reports to the Director of Facilities and Transportation.

Essential Functions

- Advises personnel regarding procedures for the purpose of providing information for decision making, taking appropriate action and/or complying with health and safety regulations.
- Analyses blue prints, schematics, and drawings for existing and proposed electrical systems (e.g. writing certificates for work and department operations, etc.) for the purpose of identifying location of new and existing electrical systems and determining the efficient installation of additional systems.
- Confers with immediate supervisor and assists with the coordination of day-to-day maintenance activities for the purpose of ensuring the proper and efficient maintenance and repair of District buildings, facilities and grounds.
- Coordinates with administration and other trades (e.g. coordinates with outside contractors, etc.) for the purpose of completing projects/work orders efficiently.
- Diagnoses causes of electrical problems or failures for the purpose of identifying equipment and/or systems repair and replacement needs.
- Estimates materials and/or equipment needs to compete work projects (e.g. develops plans for electrician contractors, etc.) for the purpose of ensuring timely completion of projects.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing discontinued or unavailable parts.
- Implements assigned programs and/or projects (e.g. inspection schedules, preventive maintenance programs, etc.) for the purpose of conforming to established guidelines.
- Inspects completed work (e.g. heating units, ventilation units, etc.) for the purpose of ensuring quality of work standards are met and identifying preventive maintenance requirements.
- Installs electrical systems (e.g. lighting, alarms, electrical panels, switches, circuits, scoreboards, etc.) for the purpose of providing a safe and workable environment.
- Maintains a variety of files and records (e.g. time sheets, inventory, work orders, labor/material estimates, equipment repair manuals, etc.) for the purpose of providing an up-to-date reference and audit trail.

- Maintains vehicle, tools, and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance (e.g. maintaining all codes within the scope of the jobs, etc.) for the purpose of ensuring the ongoing functioning of electrical systems.
- Prepares reports and written materials related to assigned activities and personnel (e.g. estimates, actual costs, work order status, time sheets, etc.) for the purpose of documenting activities and/or conveying information.
- Procures equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Recommends plans, policies, procedures and/or specific actions for the purpose of addressing department goals, objectives and work-related needs.
- Repairs electrical systems including communications, overloads, lighting fixtures, etc. for the purpose of ensuring that items are available and in safe working condition.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- 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 meeting changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; analyzing data; estimating required resources; inspecting equipment; operating job-related equipment; planning and managing projects; preparing and maintaining accurate records; preparing working drawings; and reading blueprints and schematics.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; job-related equipment; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related

equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform functions of the job include: adapting to changing work priorities; analyzing issues and determining appropriate course of action; available on-call; communicating with diverse groups; dealing with frequent interruptions; displaying mechanical aptitude; meeting deadlines and schedules; organizing tasks; setting priorities; working as part of a team; working extended hours; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision; following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job-related experience within a specialized field is required.

Education: Targeted, job-related education with study in job-related area

Certificates and Licenses: Driver's license and evidence of insurability; ND State Journeyman's Electrical License

Continuing Educ./Training : Maintains certificates and/or licenses

Clearances: Criminal Justice Fingerprint/Background clearance

FSLA Status: Non-Exempt

Salary Grade: SR on the Support Staff Salary Schedule