

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Maintenance Lead - Electrician

DEFINITION

Under the general supervision of the Director of Maintenance and Operations; to do skilled electrical work and function as the Maintenance and Operations Lead. The installation and replacement of electrical fixtures and the wiring of district buildings and equipment; to do a variety of construction and maintenance work. Coordinate projects and general Maintenance and Operations tasks. Inspect as necessary to ensure plant safety and functionality and do all related work as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Inspects, repairs, installs, services, and maintains electrical systems including conduit and duct systems, light and power circuits, motors, control equipment, switches, and other types of electrical lighting and power components
- Prepares and adheres to a schedule of periodic electrical system inspections and preventive maintenance
- Installs, troubleshoots, and maintains the fire, intrusion alarm, clock and bell signal systems
- Establishes and carried out electrical maintenance programs such as energy conservation
- Does such wiring as necessary for the installation of new portable buildings
- Installs, troubleshoots, and maintains computer controlled lighting and mechanical systems
- Installs, inspects, troubleshoots and performs necessary repair work on heating controls
- Keeps records and orders supplies and equipment as necessary
- Assists HVAC Specialist or others on special projects such as relocating district staff, graduations and special events
- May coordinate the work of other Maintenance and Operations staff for projects
- Perform other duties as assigned

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Leadership principles and practices

ABILITY TO:

- Follow oral and written directions, read and write at a level sufficient to fulfill the duties to be performed for the position described
- Perform skilled electrical work
- Work from blueprints, sketches, plans and specifications
- Maintain cooperative working relationships with those contacted in the course of work
- Operate and use the tools and equipment commonly employed in the electrical trades

- Review blueprints, plans and specifications
- Function as a Lead, give guidance to Maintenance and Operations staff, as necessary, to complete projects and tasks
- Work with computer programs such as Microsoft Word and Excel
- Work a flexible schedule to best meet the needs of the District

EXPERIENCE:

- At least two years of experience as a journeyman electrician

EDUCATION/LICENSES:

- High school diploma or equivalent
- Possession of a valid California driver’s license

DESIRABLE QUALIFICATIONS

- Ability to communicate in Spanish

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing: 45 Walking: 45 Sitting: 10

Body Movement (Frequency):

None(0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs): 50 Lifting: 3 Bending: 4

Pushing and/or Pulling Loads: 3 Reaching Overhead: 3 Kneeling or Squatting: 3

Climbing Stairs: 1 Climbing Ladders: 4

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