

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 01-01-1986
 LAST REVISION DATE October 2008
 BAND & GRADE C-4-2-(10) 12

POSITION TITLE Electrician

IMMEDIATE SUPERVISOR(S): Environmental Servcies Coordinator & Maintenance Supervisor

Job Summary (Basic Purpose of Position)

Install and maintain electrical circuits, and equipment, ensuring compliance with all federal, state and local electrical codes so that the education process proceeds.

 SUPERVISOR

 EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.0 INSTALL AND MAINTAIN ELECTRICAL CIRCUITS AND EQUIPMENT		70%		KNOWLEDGE OF:	
1.01 Determine need for, install and maintain electrical circuits, panels, lights, motors, and all associated equipment.	C4			1. District policies and procedures.	1.01 Electrical circuits, panels, and equipment were installed and maintained in accordance with applicable codes and proper engineering procedures.
1.02 Perform preventive and corrective maintenance on all mechanical, electrical and computerized equipment.	B2			2. Federal, state and local electrical codes.	1.02 Preventive and corrective maintenance on all mechanical, electrical and computerized equipment was completed in a timely manner.
1.03 Identify, analyze, and produce solutions for electrical problems and emergencies.	C4			3. School facilities.	1.03 Electrical problems and emergencies were identified; problems analyzed; and solutions developed and implemented in a timely manner.
1.04 Complete all necessary reports; file all requests for electrical inspection certificates and have all electrical installations and repairs inspected.	B2			4. Minnesota Department of Health rules and regulations.	1.04 All necessary reports were
1.05 Maintain electrical supply inventory at an adequate level.	B2			5. State fire code.	
1.06 Coordinate with co-workers to ensure effective and efficient work flow.	B2			6. State and federal safety regulations.	
				7. State and local building codes.	
				8. HVAC, pneumatic and electronic control systems.	
				9. Programmable and	

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1.07 Diagnose malfunctioning systems, apparatus, and components, using appropriate test equipment and hand tools.	C4			digital controllers.	completed and all electrical work has been inspected.
1.08 Construct and fabricate parts, using hand tools and specifications.	B2			10. Motor starter controls.	1.05 Supply inventory and records were maintained in an effective manner.
1.09 Prepare sketches of location of wiring and equipment or follow blueprints to determine location of equipment and conformance to safety codes.	B2			11. Electrical conservation methods and procedures.	1.06 Work was coordinated with co-workers to ensure effective and efficient completion.
2.0 CONTROL HVAC & TIMER SYSTEMS		10%		12. Plumbing systems	1.07 System malfunctions identified and corrected in a timely manner.
2.01 Install and maintain building HVAC and timer control systems.	B2			13. Electrical systems.	1.08 Parts were constructed/fabricated as needed.
2.02 Check and monitor HVAC and timer systems on a routine basis.	B2			14. Boiler systems.	1.09 Building blueprints/schematics are up to date.
2.03 Perform programming of HVAC and timer systems, and provide assistance and training for building maintenance personnel on operation of control systems.	B2			15. Building mechanical equipment and preventative maintenance.	2.01 Control systems were installed and upgraded as needed.
3.0 PREVENTATIVE MAINTENANCE PROGRAM		5%		16. Computers and related computer programs.	2.02 Routine checks and monitoring has been completed.
3.01 Set up and maintain preventative and corrective maintenance logs and procedures for electrical/mechanical equipment and control systems.	C4			17. Fire alarm and security alarm systems.	2.03 Systems are up to date and functional and training was provided for appropriate building staff.
3.02 Monitor progress of preventative maintenance programs of electrical/mechanical equipment and digital control systems assigned to engineers.	B2			18. City and county law enforcement procedures relating to building security alarms.	3.01 Preventative and corrective maintenance logs and procedures for electrical, mechanical and controls systems have been set up and maintained.
3.03 Assist staff in performing preventative maintenance and report progress to the chief engineer.	B2			19. Building security systems.	3.02 Preventative and corrective maintenance performed by district engineers was monitored
				ABILITY TO:	3.03 Assistance was provided to staff performing maintenance and progress was reported to appropriate supervisory staff.
				1. Cooperate and relate to others.	3.04 Electrical safety inspections were
				2. Take appropriate action when needed.	
				3. Analyze and plan effectively.	
				4. Plan and design electrical systems.	
				5. Install and maintain electrical systems.	
				6. Organize and direct the	

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3.04 Perform electrical safety inspections and report deficiencies to supervisory staff as they are identified.	B2			work of assigned staff.	conducted and reported to supervisor as they occurred.
4.0 ANNUAL INSPECTIONS & PROJECT LISTS		5%		7. Allocate resources effectively.	4.01 Annual inspections of all facilities were performed.
4.01 Completes annual inspections of facilities.	B2			8. Analyze and correct emergency situations.	4.02 Estimates for repairs were completed and submitted to supervisory staff in a timely manner.
4.02 Calculate, prepare and submit repair estimates to supervisory staff.	B2			9. Operate a computer and related software.	4.03 Summaries were prepared and specifications and procedures were followed for the competitive quoting process.
4.03 Follow specifications, procedures and prepare summaries for the competitive quoting process.	B2			10. Maintain required records.	4.04 Contractors were hired and monitored for projects as needed or required.
4.04 Hire and monitor contractors for projects as needed or required.	B2			11. Promote positive relations between staff, students and the public.	4.05 Budget requests were submitted.
4.05 Submit budget requirements for electrical related needs.	B2			12. Identify fire and safety hazards.	4.06 Summer project lists and capital project recommendations were developed and submitted.
4.06 Conduct annual facilities inspections and develop and prepare summer project lists and capital project recommendations.	C4			SKILL IN:	
5.0 REGULATORY COMPLIANCE		5%		1. Operating and using small tools, ladders and power equipment.	5.01 Other staff and supervisory personnel were informed of current procedures/techniques.
5.01 Maintains knowledge of and informs supervisory staff of changes and developments in electrical engineering regulations, policies and procedures.	N/B			2. Operating testing and calibration equipment.	5.02 Complied with safety regulations.
5.02 Complies with federal, state, local and district safety regulations and policies.	B2			3. Reading blueprints and schematics.	5.03 Complied with electrical codes and regulations.
5.03 Complies with federal, state, and local electrical codes, regulations and policies.	B2			4. Operating motor vehicles.	5.04 Complied with state fire code.
5.04 Complies with State fire code.	B2				5.05 Reported safety violations and concerns to the district safety manager in a timely manner.
5.05 Reports all safety violations and concerns to the district safety manager.	B2				5.06 Attended and participated in work schedule meetings.
5.06 Attends and participates in work schedule meetings.	B2				5.07 Followed organizational chain of command.
5.07 Attends and participates in training sessions.	B2				

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5.08 Follows organizations chain of command.	N/B				5.08 Used safe procedures and practices.
5.09 Uses and promotes safe procedures and practices.	N/B				6.01 Managed paperwork.
6.0 PERFORMS ADDITIONAL DUTIES AS ASSIGNED		5%			6.02 Worked cooperatively with building and department supervisors.
6.01 Manage paperwork; initiate in process and resolve.	B2				6.03 Remained flexible and changed plans when necessary.
6.02 Cooperate with building and department supervisors to produce solutions for mechanical, electrical and other plant engineering problems and emergencies.	B2				6.04 Attended and participated in district training programs.
6.03 Remains flexible and changes plans as situations dictate.	N/B				6.05 Monitored and directed the work of assigned summer crew.
6.04 Participates in district training programs.	N/B				6.06 Sustained personal growth and development.
6.05 Monitor and direct the work of assigned summer crew.	N/B				6.07 Completed additional duties as assigned by supervisory staff.
6.06 Sustains personal growth and development.	N/B				
6.07 As assigned by supervisor.	N/B				

MINIMUM QUALIFICATIONS: State of Minnesota Class "A" Master Electrician