

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Lead Electrician

Department: Maintenance

Grade K
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: July 2023

Reports To: Assistant Maintenance Manager

Purpose of Job

The purpose of this job is to provide preventative maintenance and electrical repair and maintenance service for the school system. Duties include, but are not limited to: maintaining electrical equipment, installing and upgrading electrical service and systems, providing preventative maintenance and performing additional tasks as assigned by the Assistant Maintenance Manager.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responds to work requests from Building Maintenance Dispatcher.

Serves as Team Leader for all electricians and AV personnel.

Installs and repairs wiring, electrical fixtures, apparatus, and control equipment; provides installation and maintenance of exterior security systems and lighting; ensures that all electrical equipment, fixtures, emergency systems and panels are in proper working order.

Measures, cuts, bend, threads, assembles and installs electrical conduit using such tools as hacksaw, pipe threaded and conduit bender. Must be capable of working at heights from ladders, scaffolding, lifts, and bucket trucks.

Must have knowledge and experience on troubleshooting energized circuits.

Connects wiring to lighting fixtures and power equipment; installs control and distribution apparatus, such as switches, relays and circuit breaker panels; connects power cables to equipment. Performs work on hydraulic lifts.

Ensures that all work is scheduled daily and is completed in a timely and professional manner. Assists the mechanical section with other tasks requiring electrical support. Utilizes blue prints, schematics, and diagrams to insure proper installation and connection of electrical equipment. Estimates material needed for installing needed new electric service.

Must have knowledge to program internal and external lighting systems.

Must have the ability to troubleshoot high voltage and low voltage systems such as main switchgear,

bleachers, pump control, etc.

Tests continuity of circuits to insure electrical compatibility and safety of components, using testing equipment, such as ohmmeter, amp probe, digital multi-meter, and oscilloscope.

Assesses equipment, materials, and labor needed to complete large and/or complex maintenance tasks for the purpose of ensuring that maintenance activities meet district standards.

Assists in the selection of training and in-service programs for maintenance staff.

Coordinates the services and activities of outside contractors ensuring that contracted work is completed in a safe, effective and timely manner.

Directs assigned maintenance staff in resolving complex and/or difficult maintenance issues.

Provides preventative maintenance on tools, machinery and property ensuring readiness and the achievement of safety standards.

Recognizes occupational hazards and takes appropriate safety precautions. Inspects facilities to determine needed repairs.

Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.

Supervises, trains, and mentors CMCSS SPED Interns and TCAT Apprentices.

Establishes and maintains an effective liaison with school employees (e.g. custodians, school administrators and cafeteria managers).

Must have working knowledge to operate scissor lift and vertical lifts.

Responds to routine and emergency service calls including after-hours calls.

Prepares and processes documentation including invoices and work orders, capable of calculating necessary materials for a given job.

Additional Job Functions:

Provide first line supervision to all employees in the electrical maintenance field, supervision will include providing leadership, giving direction , evaluating completed work, training, mentoring, coaching, providing input on employee evaluations, recommending rewards and corrective actions, and team building

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or technical school training required, with a minimum of five years electrician experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Valid Electrical License and Valid Tennessee driver's license required.

KNOWLEDGE OF JOB

Has comprehensive knowledge of the policies, procedures, and activities of the School System and electrician practices as they pertain to the performance of duties relating to the job of Lead Electrician. Has comprehensive knowledge of electrician practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in electrical codes, policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of over 100 pounds (20 pounds frequently), standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

—

Employee's Munis Number

Date

Date