

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

Job Title: Lead Electrician

Department: Maintenance

**Grade J
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: August 2017

**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.

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.

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.

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 considerable 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 considerable 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.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of hand and table tools etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. P Physical demand requirements are at levels of those for medium to heavy work. Must be able to lift and/or carry weight of over one hundred pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Lead Electrician.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

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

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

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency.

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