

Electrician Trades II



Reports To: Director of M&O
Salary Schedule: A
FLSA Status: Hourly

Bargaining Unit: PSE-M&O
EEO Class: 6
Revised Date: April 2011

SUMMARY

Performs maintenance, troubleshooting, modification, and expansion work on commercial electrical systems in order to provide a safe and fully functional work and education environment for all aspects of the Wenatchee School District. Works according to and enforces all applicable NEC and Washington State L&I electrical codes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Perform a competent level of a full range maintenance, troubleshooting, modification, and expansion on commercial electrical systems ranging from low voltage to 480 volt, single phase and three phase.
 - Maintain indoor and outdoor lighting system to full functionality including bulb replacement on systems requiring special knowledge and skills.
 - Work with other trades and departments in the maintenance, repair, and installation of electrical motors, including variable frequency drives, and other various electrical equipment.
 - Perform routine inspections of systems to ensure the safe operation and compliance with regulatory agencies.
 - Enforce or report violations of all applicable NEC and Washington State L&I electrical codes in all work areas of the Wenatchee School District
- Work with Washington State Labor & Industries or other electrical regulator agencies and their inspectors to apply for permits and schedule inspections when required for specific projects.
- Work with electric engineers and electrical contractors on design and execution of larger projects.
- Work with and keep organized blueprints, wiring diagrams, and O&M manuals, marking up to keep current with modifications and as-built conditions. Develop and maintain accurate panel schedules.
- Operate a variety of testing and locating equipment common to the trade.
- Estimates time and materials for jobs, purchases materials and inventory.
- Schedule, work with, and instruct apprentices, helpers, or assistants as required.
- Schedule and attend approved industry training (district provided) opportunities to maintain current Washington State Labor & Industries journeyman certificate of competency without interruption.
- Drive service truck as required; load and unload materials and supplies, maintains service truck inventory.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Planning/Organizing – Ability to work independently and prioritize and plan work activities; Uses time efficiently; Plans for additional resources; Manages multiple ongoing tasks, Develops realistic action plans; Conserves organizational resources.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Delegation - Delegates work assignments to Trades Assistant

Problem Solving - Identifies and resolves problems in a timely manner; Generates creative solutions; Demonstrates attention to detail; Develops alternative solutions; Works well in group problem solving situations.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Provide excellent customer service and peer support to the public and educational staff in the primary mission of Wenatchee School District.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security – Safety of district facilities and its occupants from electrical hazards and fire as well as the use of safe work practices, such as lockout/tagout, is of paramount concern for this position. Observes safety and security procedures; Resolves or reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments; Follows policies and procedures.

EDUCATION AND/OR EXPERIENCE

Four years commercial/industrial electrical maintenance experience. Ten years preferred.

Experience and training in use of elevating work platforms.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid Washington State Labor & Industries journeyman certificate of competency.

Possession of valid Washington State driver's license, with a clear driving record to be covered by district insurance.

COMPUTER SKILLS

To perform this job successfully, an individual must have knowledge of desktop and web based e-mail and Internet software. Know how to perform Internet research into materials, pricing and solutions. Basic knowledge of Microsoft Excel and Microsoft Word preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and talk or hear. The employee is occasionally required to taste or smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; outside weather conditions and vibration. The noise level in the work environment is usually moderate