



Job Description

Job Title: Electrician, Lead

Reports to: Director of Maintenance, Electronics Foreperson
Department: Maintenance
Number of Days: 12 Months
Compensation: Grade 15
Overtime Status: Non-Exempt
Date Job Revised: March 26, 2007

Position Summary: Complete all assigned work orders in a timely manner. Report labor, cost and any pertinent notes/information regarding all assigned work orders and return to your foreperson daily.

Qualifications/Job Requirements:

Education:

- High school diploma or equivalent

Specialized Knowledge, Licenses, etc:

- City and state journeyman license is required, city contractor license preferred.
- Must have a general knowledge and/or experience in all areas of electrical equipment
- Must have ability to read wiring diagrams and schematics

Experience:

- 5 years experience in electrical

Specified Training Skills:

Physical Requirements (If Applicable):

- Lifting - May exceed 50lbs
- Climb ladders and scaffolds.

Other:

- Must be a self starter, highly motivated with a positive attitude
- Capable of relating to management staff and other employees
- Ability to work without direct supervision and desire to learn all phases of job related activities.
- Ability to plan and coordinate work schedule to complete job assignment(s) without direct supervision
- Skilled in operating all types of equipment assigned to department including craft associated test equipment such as volt and amp meters, underground wire locator, as well as proper use of conduit cutters and benders.

Scope of Authority (If Applicable):

- Supervisory Responsibility - Lead Tech

Customer Contacts (Internal and External):

- Internal: Director, Supervisors & Forepersons
- External: Site Principals/Administrators and Staff

Essential Functions:

- Supervises and coordinates activities of workers engaged in the installation, testing and repair of electrical equipment, such as H.V. distribution panels, motors, generators, voltage regulators and power switches.
- Assign tasks to workers and specifies methods of coordinating workflow to facilitate completion of all jobs.
- Keep records of time and material for all jobs.
- Perform preventative maintenance on all Electrical equipment
- Coordinates with other shops as needed.
- Various other tasks as assigned by the Director and as needed.