

## *District Mechanical & Master Electrician Maintenance Job Description*

### **Supervisor:**

Director of Buildings and Grounds

### **Job Summary:**

Performs all electrical work and general mechanical maintenance to provide safe, and well maintained buildings for students, staff, and the public.

### **Requirements:**

1. High School graduate or equivalent.
2. Master Electrician License.
  - a. Two years of post-secondary education and three years experience as a Lead Electrician/General Foreman, or equivalent.
  - b. Willingness to allow qualified district personnel to work under this positions license as allowed by Minnesota Electrical Code.
3. Current valid driver's license. Must be able to drive district vehicles per State and District insurance regulations.
4. Chief Class C Boilers License or willingness to obtain.
5. CPO License or willingness to obtain.
6. Carry a cell phone 24 hours a day, and respond to emergency situations as required.

### **Qualifications\Duties:**

1. Knowledge and expertise in the areas of facilities management, electrical repair, mechanical maintenance, carpentry, welding, and minor vehicle and grounds equipment repair & maintenance. Air Conditioning (HVAC) maintenance skills desired but not mandatory.
2. Maintain an inventory of spare parts.
3. Perform Health & Safety tests and inspections.
4. Maintain records on maintenance work performed.
5. Operation and maintenance of Building Automation Systems.
6. Fill in for Lead people or delivery driver in emergency situations.
7. Ability to manage budget in a fiscally responsible manner.
8. Ability to be flexible, set priorities, handle multiple tasks and organize work flow.
9. Key job characteristics include thorough knowledge of the current National Electrical Code and knowledge of current practices in the electrical trades, including safety practices, tools, and testing devices; thorough knowledge of building codes, fire codes and relevant ordinances as they pertain to electrical work and safe working conditions; knowledge of motorized, and non-motorized equipment maintenance and repair; good project management skills with the ability to prioritize work; a working ability to read and follow verbal and written instructions (in English); good planning, organizational, and negotiation skills; good oral communication skills; and the ability to work effectively with others.
10. Lay-out, plan, install, maintain and repair all types of electrical equipment.
11. Applies for all electrical permits for work performed in the School District.
12. Directly oversees projects as assigned and provides electrical expertise as requested.

13. Signs all electrical plans for the District requiring a Master Electrician's License.
14. Performs preventive and predictive maintenance tasks.
15. Other tasks as assigned by the Director of Buildings and Grounds.

**Work Schedule:**

Monday thru Friday – 7:00am to 3:30pm

Hours may vary to meet district needs.

**In compliance with The Americans with Disabilities Act the following represents the physical\environmental demands**

1. This position requires a majority of time spent standing, walking, and lifting.
2. Weights of object to lifted and carried will range from 10 to 100 pounds.
3. Climbing of stairs, bleachers, and ladders is often required as well as movements such as bending, twisting, and kneeling.
4. Excellent sensory skills are important (sight, hearing, and speech) as well as the ability to operate assorted types of machinery\equipment.
5. Exposure to heat, cold, dust, fumes, vibration, and noise.
6. Repetitive movements of both hands and feet are often required.