

**JEFFERSON COUNTY SCHOOLS**  
**Job Description**

- POSITION:** Electrician II
- IMMEDIATE SUPERVISOR:** Coordinator of Maintenance and Facilities Planning; Assistant Superintendent of Construction, Maintenance and Facilities
- FLSA STATUS:** Non-exempt
- EMPLOYMENT TERM:** Minimum 261 days annually, pursuant to WV Code §18A-4-8
- SALARY:** Pursuant to WV Code §18A-4-8a, in accordance with Jefferson County Salary Scale, **Pay Grade G (Electrician II)** commensurate with experience and education level and license level
- EVALUATION:** Performance in this position will be evaluated annually by the immediate supervisor(s) and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and JCBOE’s Evaluation Policy for Service Personnel

**JOB SUMMARY:** The electrician helps to maintain all aspects of the electrical systems in the county’s physical facilities in a condition of operating excellence so that full educational use of it may be made at all times while insuring compliance with State and County building codes and state Fire Marshall regulations.

**PERFORMANCE RESPONSIBILITIES: Additional Duties may be assigned.**

- Maintains regular attendance
- Assumes the primary responsibility for the safe condition of electrical elements in the facilities owned and operated by the county school system
- Accurately orders and accounts for material and labor relative to assignments
- Maintains all safety and code requirements of the state and county and Board of Education policies
- Assumes responsibility for determining which repair jobs may be performed by custodian, general maintenance or outside contractor
- Recommends supplies and equipment for purchase and maintains the inventory of county-owned tools, equipment and supplies
- Performs preventative maintenance of county owned facilities
- Assumes responsibility for overseeing the installation and operation of all lighting and electrical sound equipment in county owned facilities
- Keep service vehicle well-maintained and inventoried

**QUALIFICATIONS:**

High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of

“Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test, as required).

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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Electrician II** means a person employed as an electrician journeyman or one who holds a journeyman electrician license issued by the state fire marshal. (Pursuant to WV Code §18A-4-8)

- Demonstrated proficiency through previous job experience and/or training in related field
- Possess and maintains a valid West Virginia driver’s license
- Ability to write reports and complete work orders consistently with the duties of this position
- Ability to effectively present information and responds to questions from administrators, staff and general public
- Ability to add, subtract, divide, multiply in all units of measure consistent with the duties of this position
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with the duties of this position
- Ability to interface effectively with other department, school personnel, maintenance staff, business contacts and contractors from outside the county
- Ability to work on ladders and assemble scaffolds
- Ability to operate and maintain motorized lifts
- Ability to work proficiently with computer programs dealing with electrical systems
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Ability to accurately perform assigned tasks
- Ability to perform duties in full compliance with the county requirements and the Board of Education policies
- Works directly in a safe condition with lighting fixtures, wiring, possible air conditioning and refrigeration tasks, and similar electric needs
- Knowledge of three phase high voltage
- Performs work on electrical kitchen equipment

**PHYSICAL DEMANDS:**

The physical demands described 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 frequently required to stoop, reach, walk, lift, pull, push, grasp, climb, talk, hear, see and use complex repetitive motions. While performing the duties of his job, the employee may **frequently lift and or move at least 75 pounds** of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten to typed material and the ability to adjust focus. Must be able to climb a ladder to 35 feet.

The position requires the individual to meet multiple demands from several people and interact well with the public and staff members.

**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. The work environment includes indoor as well as outdoor settings and can range in temperature from below freezing to 90°F. The work surface can include unfinished crawl spaces and attics as well as rooftops, walk in freezers, and concrete floors or pads. The noise level in the work environment is moderate to loud (60-90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

Electrician II, 4/11/2017