

## Job Description

**Job Title:** Electrician Crew Leader  
**Position Code:** 5N69, EN69  
**Job Classification:** Non-Exempt

**Supervisor:** Electrician Supervisor  
**Pay Grade:** 32  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for overseeing repairs and installation of electrical equipment, motors, transformers and air conditioners; installs and repairs fluorescent, industrial and general lighting fixtures and connections.

### Essential Duties

1. Supervises the repairs of and works on electrical equipment, motors, motor consoles, transformers and installations and repairs of fluorescent, industrial and general lighting fixtures and connections.
2. Performs preventative maintenance on crucial life safety equipment in the buildings as assigned.
3. Checks on contractors as assigned by the Electrical Supervisor
4. Assures and coordinates all electrical work for compliance of all NEC requirements and NNPS policies and regulations.
5. Follows and helps ensure safe work practices as mandated by NFPA-70E and other departmental safety policies
6. Plans, inspects and takes the lead in the work of one or more electricians.
7. Troubleshoots power problems and power outages and determines plans of action
8. Coordinates and manages planned and unplanned power outages in the absence of the Electrical Supervisor
9. Inspects building, writes and assigns work orders as needed; reviews work orders and work performed. Interfaces with CMMS.
10. Wires buildings and makes additions to existing wiring.
11. Installs and/or maintains remote control devices for magnetic motor connections.
12. Acts as Electrician Supervisor in his or her absence.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Electrician Supervisor or appropriate administrator.

### Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school, GED, and trade or vocational courses in the electrical industry is considered beneficial. Must possess a minimum of 5 years of experience as a skilled Journeyman level electrician in the commercial or maintenance level of the electrical industry or considerable experience at the level of Electrician II. Must possess a valid and updated Master Level Electrician's License. Thorough knowledge of the current National Electrical Code, standard practices, tools, and terminology of the electrical trade. Thorough knowledge of electrical theory and the ability to make repairs to complicated electrical wiring, fixtures and equipment. Must be able to read and understand electrical building drawings and blueprints. Must possess a valid Virginia's Driver's License.

### Working Conditions and Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Demonstrates ability to climb ladders and work at heights up to 60 feet. (Height reached by bucket truck, single man lifts or other rental lifts as needed). Must be able to work in confined spaces above and below ground as needed. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

**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. Duties are normally performed inside and outside in a workshop/building environment. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** Electrician I & II

**Supervision Received:** Electrician Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Electrician Crew Leader will be required to follow any other instructions and to perform any other related duties as assigned by the Electrician Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

---

Supervisor

Date

**I acknowledge that I have received and read this job description.**

---

Employee Name (Print)

Signature

Date

Revised 09/2021 CR

Updated 03/2026 LS