

## Job Description

**Job Title:** Journeyman Electrician

**Supervisor:** Electrician Supervisor

**Job Classification:** Non-Exempt

**Pay Grade:** 28

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for the installation, trouble-shooting and repair of all types of electrical equipment, motors, motor controls and the installation, trouble-shooting, control and repairs of industrial and general lighting fixtures and connections.

### **Essential Duties**

1. Trouble-shoots, repairs and installs electrical equipment, motors, motor controls.
2. Installs and repairs all types of lighting.
3. Performs moderate planning and layout of new electrical installations and additions to existing wiring.
4. Installs and/or maintains remote control devices for magnetic motor connections.
5. Installs, and maintains major electrical equipment associated with range hood systems and dishwasher fans.
6. Repairs and maintains electric motors, motor controls and time clocks and industrial lighting control
7. Performs preventative maintenance on crucial life safety equipment in the buildings as assigned and keeps updated log.
8. Follows and helps ensure safe work practices as mandated by NFPA-70E and other departmental safety policies.
9. Follows all regulations mandated by the National Electrical Code in both new work and maintenance of electrical equipment.
10. Participates in cross-training of other employees.
11. Acts as a lead on large jobs that require multiple electrical employees.
12. Access and navigate the School Dude maintenance software to document labor, materials, and other applicable data.
13. Access and navigate the SunTrust Spending Platform to reconcile P-Card purchases.
14. 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**

Performs any other related duties as assigned by the Electrician Crew Leader 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 and/or have considerable experience as an Electrician Technician. Must possess a valid and updated Journeyman Level Electricians License. Thorough knowledge of the National Electrical Code, standard practices, tools, test equipment 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 obtain an Asbestos Supervisor and Lead Renovator certificate within one year of hire. Must possess a valid Virginia 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 and single man lift) 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:** None

**Supervision Received:** Electrician Crew Leader

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Electrician, Journeyman will be required to follow any other instructions and to perform any other related duties as assigned by the Electrician Crew Leader 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 05/2024, 10/2024 LS  
Updated 03/2026 LS