

Job Description

Job Title: Master Electrician

Supervisor: Electrician Supervisor and Electrician Crew Leader

Position Code:

Pay Grade: 30

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

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

Essential Duties

1. Skill in installing, maintaining, repairing and troubleshooting electrical systems and equipment.
2. Work requires thorough knowledge of the methods, procedures and standard practices of the electrical trade.
3. Installs and repairs all types of commercial and industrial lighting including dimming and performance lighting in auditoriums.
4. Skill in operating equipment and tools used in installations, maintenance, repair and troubleshooting of electrical equipment.
5. Performs complex planning and layout of new electrical installations and additions to existing wiring.
6. Installs and/or maintains remote control devices for magnetic motor connections.
7. Installs and maintains major electrical equipment associated with range hood systems and dishwasher fans.
8. Repairs and maintains electric motors, motor controls and time clocks and industrial lighting control.
9. Performs preventative maintenance on crucial life safety equipment in the buildings as assigned and keeps updated logs.
10. Ability to read, comprehend and apply written instructions, manuals, technical diagrams, blueprints, and other job-related materials.
11. Ability to install, alter, repair, maintain and locate defects in a variety of electrical equipment and systems.
12. Ability to interpret and work from technical sketches, diagrams including ladder diagrams and blueprints.
13. Follows and helps ensure safe work practices as mandated by NFPA-70E and other departmental safety policies.
14. Follows all regulations mandated by the National Electrical Code and State and local Authority Having Jurisdiction (AHJ) in both new work and maintenance of electrical equipment.
15. Participates in cross training of other employees.
16. Acts as a lead on large jobs that require multiple electrical employees.
17. Demonstrates leadership in motivating and training other employees including Electrician's I and Electrician's II.
18. Coordinates all work through the Electrician Supervisor and/or the Electrician Crew Leader.
19. Access and navigate the School Dude maintenance software to document labor, materials, and other applicable data.
20. Access and navigate the SunTrust Spending Platform to reconcile P-Card purchases.

- 21. Acts as Lead Electrician on an as needed basis in the absence of the Electrician Supervisor or Electrician Crew Leader.
- 20. 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. Considerable experience as an Electrician Journeyman. Must possess a valid and updated Master’s Level Electrician’s 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, equipment, and other complex electrical equipment. Must be able to read and understand electrical building drawings and blueprints. Must possess a valid Virginia's Driver's License. Must obtain an Asbestos Supervisor’s certificate within one year of hiring.

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 Supervisor and 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 Master Electrician will be required to follow any other instructions and to perform any other related duties as assigned by the Electrical Supervisor, 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: _____