

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Descriptions**

<b>JOB TITLE:</b>	Electrical Technician II	<b>WAGE/HOUR STATUS:</b>	Nonexempt
<b>REPORTS TO:</b>	Electrical/Fire Protection Supervisor	<b>PAY GRADE:</b>	<b>450</b>
<b>DEPT./SCHOOL:</b>	Facilities Services	<b>DATE REVISED:</b>	1/1/02

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**PRIMARY PURPOSE:**

Responsible for repairing and installing electrical wiring and systems required in maintaining the schools within the district.

**QUALIFICATIONS:**

**Education/Certification:**

High school diploma or equivalent  
Journeyman Electrical license (Plano, Richardson, Allen, Dallas)  
Valid Texas driver's license  
Driving record that is insurable with Plano ISD's insurance carrier

**Special Knowledge/Skills:**

Ability to communicate well and deal with all people in a courteous manner  
Understanding of blue prints and wiring  
Ability to calculate box fill conduit size, wire, size, etc.  
Calculations limited but not to exceed master calculations  
Willingness to execute written employment contract with Plano ISD

**Experience:**

Four years experience in installing and repairing electrical wiring or systems

**MAJOR RESPONSIBILITIES AND DUTIES:**

Perform required electrical installation and repairs. Repair and replace electrical systems from the utilities end.

Complete work orders and establish a record for reference showing a history of labor and material used.

Install electrical service from the electrical main to the equipment including installation of all conduit and wiring necessary.

Carry out a scheduled preventive maintenance program.

Repair complex electrical control systems.

Demonstrate a working knowledge of fire alarms, public address systems, and master clock systems.

Perform the work required to repair and maintain fire and security systems.

Repair auxiliary emergency generator power equipment.

Respond to emergency after-hours electrical repairs as needed.

Follow safety rules and procedures as well as assume the responsibility that others follow these rules.

Work a night shift, permanently or for a temporary amount of time, if necessary.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

**EQUIPMENT USED:**

Working knowledge of test and mechanical equipment used in preventive maintenance and construction

Examples: Trencher, meter, wire puller, conduit benders, wire-measuring meters, meggar, etc.

Operates Plano ISD vehicles (van, pick-up, bucket truck, etc.)

**SUPERVISORY RESPONSIBILITIES:**

Supervise one or more Electrical Technician Helper and one or more Electrical Technician I  
Organize and supervise contract labor when needed

**WORKING CONDITIONS:**

**Physical Demands / Environmental:**

Frequent lifting and carrying, 15-50 pounds; frequent twisting, reaching above shoulder, bending, climbing, and kneeling; manual dexterity to complete projects in a craftsman fashion .May work under conditions of inclement weather (rain, ice, snow, cold, and extreme heat, etc.); frequently exposed to live high voltage and currents. Work around students of all age ranges in a professional, safe manner

**Mental Demands:**

Ability to communicate (verbal and written); ability to maintain emotional control under stress.

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Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.