

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Electrician III	Wage/Hour Status:	Non-Exempt
Reports To:	Cluster Supervisor	Pay Range:	47B
Dept./School:	Facilities Services	Date Revised:	08/02/19

Primary Purpose:

Responsible for the maintenance and repair of electrical equipment and building electrical system components; work includes the installation, replacement, inspection, testing, cleaning, preventive maintenance and repair of new and existing equipment.

Qualifications:

Education/Certification:

- High school diploma or equivalent (required)
- Journeyman or Master Electrical license (Plano, Richardson, Allen and Dallas)
- Required to obtain journeyman's license within 12 months of hire date
- Valid Texas driver's license
- Commercial Driver's License (preferred)
- 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 and positive manner
- Ability to read and interpret building plans and specifications
- Ability to read and understand the English language, in order to interpret electrical instructions
- Knowledge of public address and master clock systems
- Possession of leadership qualities that will set a positive role model in the department

Experience:

- Five years of experience in the electrical field, of which includes experience with public address and master clock systems

Major Responsibilities and Duties:

- Analyze each job assignment and consult with the Cluster Supervisor to ensure materials are available
- Generate work orders and establish a record for reference showing a history of labor and material used
- Repair and maintain main electrical distribution switch gear when necessary

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Repair complete electrical control systems

Install electrical service from the electrical main, including installation of all conduits and wiring necessary to complete the required task

Install and maintain fluorescent, incandescent, HID, LED and emergency lighting

Respond to emergency after-hours electrical repairs on a rotated on call basis when necessary

Inspect worksites and transport wire/equipment to job sites

Maintain the interior and exterior of district vehicles

Check the mechanical functions of vehicles, and report any irregularities to motor pool

Follow safety rules and procedures, and assume the responsibility to ensure safety rules are being followed by electrical technicians

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

Follow attendance policy as assigned by supervisor

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

Equipment Used:

Test and mechanical equipment used in preventive maintenance and construction. Examples: Trencher, testers, meters, wire puller, conduit benders, wire measuring meters, meggers, etc. Plano ISD vehicles (van, pick-up, bucket truck, etc.)

Working Conditions:

Mental Demands:

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

Physical Demands/Environmental Factors:

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; periodically exposed to live high voltage and currents; may work under conditions of inclement weather (rain, ice, snow, cold and extreme heat, etc.); frequently exposed to live high voltage and currents; required to work on ladders

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 08-02-19

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. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job

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

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____