

**BOISE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**Facilities and Operations**

**ELECTRICIAN**

**Purpose of Class**

Installs, maintains and repairs electrical wiring, equipment and fixtures; performs related work as required.

**Primary Function**

The primary function of an employee in this position is to repair, install and maintain all electrical systems in the School District, ensuring that all facilities are operating safely and effectively. Primary duties include repairing, replacing and/or installing electrical wiring, equipment and fixtures; installing new circuits; maintaining parts inventory; inspecting systems and electrical parts; and diagnosing malfunctioning systems. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations. Work is performed under the general supervision of the Electrical Shop Supervisor. The principal duties of this class are performed in an indoor classroom and outdoor environment, sometimes performing physically demanding and hazardous duties associated with electrical systems, and dealing with adverse weather conditions.

**Essential Duties and Responsibilities (will vary by assignment)**

- Prioritizes, schedules and completes work orders;
- Repairs, replaces and/or installs electrical receptacles, wiring, circuit breakers, conduit and all electrical systems either damaged, worn or vandalized on District properties;
- Maintains all lighting systems including troubleshooting problems;
- Diagnoses electrical problems in 120, 208, 240, 277 and 480 volt systems;
- Makes necessary repairs in compliance with National Electrical Code (NEC) and interface with Idaho Power when needed;
- Installs new circuits; discusses circuit requirements with school staff; calculates electrical loads, conduit and wire sizes; plans and designs the layout and routing; installs to comply with NEC;
- Meets with inspectors and assure compliance with local authority requirements;
- Purchases parts for immediate and future needs, in accordance with District policies and procedures;
- Ensures that all District electrical systems are in effective and efficient working order;
- Assists school lunch with refrigeration and kitchen equipment electrical requirements as needed;
- Orders, picks up and delivers a wide variety of lamps to schools, such as special requirement lamps that are specific to location, wattage and type (high-pressure sodium and metal halide);

- Interfaces with school staff to explain lighting system maintenance and requirements, electrical system capacity and limits, and other electrical issues;
- Studies specifications in blueprints, sketches or building plans to determine materials required;
- Estimates amount and kind of materials required and notifies supervisor of need for materials;
- Initiates communication with supervisor about needed repairs or status of projects;
- Performs maintenance and minor repair on tools, equipment and vehicles;
- Attends and actively participates in required training classes.

### **Other Duties and Responsibilities**

- Assists with other maintenance or custodial duties as needed;
- May be required to work other than regularly scheduled work hours;
- Performs other related duties as required.

### **Classification Requirements**

#### **Knowledge of:**

- Current electrical and building codes and associated requirements;
- General building and construction principles and methods;
- Tools, materials and equipment essential to building maintenance, construction, and repair;
- Occupational hazards and safety precautions involved in general building and maintenance work;
- Estimating small electrical project costs and materials;
- Preparation of detailed and accurate records of work performed.

#### **Ability to:**

- Comprehend and apply National Electrical Code requirements to all electrical installations;
- Plan and complete a variety of electrical tasks efficiently and effectively;
- Troubleshoot and diagnose electrical and mechanical problems;
- Use a variety of hand and power tools and equipment common to journeyman electrical work;
- Perform cost-benefit analysis of projects, provide quality services in a cost-effective manner, and to recommend improved methods of performing the work;
- Read and interpret blueprints, electrical plans and diagrams of electrical circuits;
- Maintain detailed and accurate records of work performed;
- Lift, move and maneuver hand and power equipment safely;
- Operate specialized equipment such as a genie lift, boom truck, and service vehicles;
- Pull a tandem axle trailer;
- Assist in or prepare accurate, complete and timely reports;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions;
- Work independently or as a team member;

- Follow oral and written instructions and observe District policies and procedures;
- Maintain confidentiality;
- Establish and maintain effective working relationships with District staff, students and other personnel, as well as contractors, government representatives and others associated with job duties.

### **Acceptable Experience and Training**

- High school diploma or GED;
- Four (4) years electrical apprenticeship experience; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Electrician.

### **Licenses or Certifications**

- Journeyman Electrician's license is required or the ability to obtain license within 9 months of employment;
- Valid Idaho Drivers' License is required;
- Valid CDL Class A License is preferred;
- Ability to pass Pulmonary Function Test and obtain Respiratory Certification is required.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written and oral instructions, and hear sounds within the normal range of conversation and alarms.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view blueprints, bid specifications, invoices and work-related manuals; prepare reports as required; to observe facilities and structures to inspect and determine needed repairs and/or quality of completed work; to operate a motor vehicle and work-related equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all work-associated equipment, operate a vehicle, and work in confined spaces;
- Sufficient personal mobility, agility, strength and reflexes, with or without reasonable accommodation, which permits the employee to work in indoor and outdoor conditions, to stand or sit for long periods of time and to perform skilled construction-related tasks;
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 50 pounds frequently and up to 100 pounds occasionally, walking over uneven flooring or construction sites, working in confined spaces, climbing and standing on ladders, crawling, stooping, kneeling, bending, crouching and reaching.