**Little Rock School District**

**JOB DESCRIPTION**

**Position Title:** Electrician Trade Specialist  
**Prepared Date:** 12/13/2020

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**JOB GOAL:**

Works under general supervision; installs electrical wiring and fixtures; performs preventive maintenance; repairs malfunctioning equipment; assists other trades; performs other duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the Maintenance & Operations Department.

**TERMS OF EMPLOYMENT:**

Twelve (12) month contract, Pay 802 Grade 10, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience.  
**FLSA:** Non-Exempt

**QUALIFICATIONS:**

1. Must have a High School diploma or GED.
2. Must be licensed as a Master Electrician with six (6) years of proven progressively more responsible experience in the electrical trade.
3. Ability to read and interpret blueprints, manuals and management texts.
4. Skilled in the use, operation and care of electrician tools and machinery.
5. Must have a valid Arkansas driver's license.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Installs electrical wiring and fixtures; plans layout of proposed installation from blueprints; locates main power-sources and measures distance to new installation; cuts conduit using hacksaw or other cutting tools; bends conduit to desired shape with a pipe-bender and threads pipe using a threading tool; assembles conduit with various couplers and fittings and connects it to various outlets, panels and boxes; draws wire through conduit; may install wire and conduit underground using picks, shovels or jack hammer; drills holes through walls or ceilings; splices, installs lights, plugs, switches, plates or electrical equipment where special wiring is needed.
2. Performs the following preventive maintenance and inspects and repairs as needed:
   a. Exhaust fans: tightens belts and adjusts blades.
   b. Sump pumps: starts motor and checks main switch and float- switch.
   c. Emergency generators: inspects battery, oil supply, starter and all wire-connections.
   d. P. A. back-up systems: charges battery, checks connections and tests systems.
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3. Repairs malfunctioning electrical equipment; checks wiring and voltage meters; inspects electrical equipment; inspects electrical parts such as motors, control switches and coils; replaces defective parts when needed or modifies existing systems. May repair all equipment used in facilities (e.g. electric doors, compressors and other special electric equipment.)

4. Responds to emergency situations, during and after hours, for the purpose of resolving immediate safety concerns.

5. Participates in meetings, workshops and training seminars, as assigned, for the purpose of conveying and/or gathering information required to perform job functions.

6. Monitors the electrical work of outside contractors (e.g. electrical system upgrades/expansions, major remodels, etc.) for the purpose of ensuring that the projects are satisfactorily completed within district specifications.

7. Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.

8. Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in safe operating condition.

9. Performs electrical work from ladders, scaffolding, lifts and bucket truck.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.