

Red Wing Public Schools Position Description

Master Electrician

General Information

Department:	Buildings and Grounds
Unit:	Custodial / Engineer / Maintenance Personnel
Immediate Supervisor:	Director of Buildings and Grounds
Grade Placement:	18
FLSA Status:	Non-Exempt

Position Summary

The Master Electrician is responsible for the troubleshooting, maintenance and installation of all electrical equipment including voice/data systems and assisting in the repair, upgrade and maintenance of all mechanical equipment/systems. The Master Electrician is also responsible for monitoring, reviewing and signing off on all electrical activities performed by registered unlicensed electricians within the district.

Essential Duties and Responsibilities

1.	Troubleshoots electrical problems within the District. Provides recommendations regarding whether to repair or replace equipment. Plans and responds to electrical emergencies within the District, which includes power outages, hazardous or dangerous equipment requiring immediate attention.
2.	Maintains electrical lighting systems and fixtures across the district.
3.	Plans, installs, maintains, and/or troubleshoots systems within the District including data, voice, and other electrical equipment. a) Interprets and updates electrical panel schedules and building or system blueprints. b) Lays-out, plans, installs, tests and troubleshoots electrical circuits and equipment using appropriate tools and testing instruments. c) Ensures that all electrical work meets requirements according to the National Electrical and Fire Codes. d) Installs phone and data cables. Plans and lays out new lines and locations. e) Plans and implements electrical primary and secondary system additions or modifications.
4.	Monitors, reviews, trains and signs off on all electrical repairs or related maintenance activities performed by registered unlicensed electricians. Signs off on all electrical plans requiring a Master Electrician License. Coordinates any electrical projects that may be contracted out to outside contractors. Provides direction and monitors qualified department staff working under the license of the Master Electrician per Electrical Code.
5.	Purchases parts and equipment needed to implement repairs and/or installations. Maintains an inventory of supplies and parts.

6.	Maintains maintenance records documenting work performed and other related documentation required by the District.
7.	Provides support to the Technology Department in the installation and/or maintenance of technology systems (voice/data, CCTV, etc.).
8.	Assists building level personnel and maintenance specialist personnel in the troubleshooting, repair and/or maintenance of mechanical equipment and systems.
9.	Performs health and safety testing.
10.	Operates and maintains building automated systems.
11.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: 2-year college

Degree Information: AAS Vocational and/or Technical Degree

Major Field of Study or Degree Emphasis: Electrician

Required Work Experience: Completion of formal apprenticeship program, at least three years on-site training and experience under the guidance of a Licensed Electrician, and one year of experience as an Electrical Journeyman

Licenses / Certifications Required:

- Valid driver’s license in Minnesota
- Master Electrician License
- Chief Class C Boiler License if serving as Lead Maintenance
- 1st Class C Boiler License if not serving as Lead Maintenance
- Others may be required depending on district needs and assignments.

Essential Knowledge Required to Perform the Essential Functions of the Position

- Electrical and electronic systems and components including planning additions or modifications.
- Troubleshooting high voltage and low voltage systems (e.g. phone, data, security systems).
- Schematics, drawing and blueprints.
- Hand, power, and diagnostic tools applicable to trade.
- Motorized and non-motorized equipment maintenance and repair procedures and techniques.
- Safety, electrical, state, federal and local regulations, codes and laws applicable to this position.

Essential Skills Required to Perform the Work

- Reading and interpreting schematics, blue prints, wiring diagrams and manuals.
- Ability to work independently with minimal supervision.
- Communication skills and ability to work effectively with others.
- Establishing and maintaining effective working relationships with clients.
- Organizing, designing, planning layouts, installing and ordering associated components for electrical systems.
- Project management skills.
- Installing, maintaining and repairing electrical equipment, appliances and systems.
- Using hand and power tools applicable to trade.
- Utilizing diagnostic equipment to repair, install, replace and test electrical systems, equipment and appliances.
- Following and applying safety procedures.
- Isolating and troubleshooting defects in wiring, switches, motors, non-motorized and other electrical and mechanical equipment.
- Installing and repairing motors, welding equipment, lighting fixtures, generators, circuit breakers, and transformers.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Medium Heavy Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job. Team lifting up to 100 pounds.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand				X
Walk			X	
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands arms				X
Climb or balance			X	
Stoop, kneel, crouch or crawl			X	
Talk or hear		X		
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds		X		
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Work performed involves exposure to unusual elements, such as extreme temperatures, toxic chemicals, biohazardous materials, dirt, dust, fumes, smoke, and/or loud noises. There are risks associated with heavy physical work that can involve high, precarious positions. Electrical shock is always a potential risk. The work environment involves exposure to potentially dangerous materials and situations that requires following safety precautions and may include the use of protective equipment. Serves on-call for district emergencies.

Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

Revised: 4/15/16