

**JOB DESCRIPTION**  
**Cumberland County School District**

**ELECTRICIAN**

**Purpose Statement**

The job of Electrician was established for the purpose/s of providing electrical services, per district/local/State/Federal objectives and/or standards, with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading electrical systems and equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

---

**Essential Functions**

- Analyzes blue prints, schematics, and drawings of electrical systems for the purpose of determining the efficient installation of new or upgraded systems.
- Coordinates with Maintenance Supervisor and/or other trades for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of electrical problems or failures for the purpose of identifying equipment and/or systems repair.
- Inform 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.
- Inspects electrical systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Installs electrical system components (e.g. lighting, alarms, electrical panels, switches, circuits, scoreboards, timers, street signs, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.
- Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.
- Monitors the electrical work of outside contractors (e.g. new school sites, electrical system upgrades/expansions, major remodels, etc.) for the purpose of ensuring that the projects are satisfactory completed and within district specifications.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs electrical components and/or systems (e.g. motors, circuits, transformers, generators, compressors, switches, intercom systems, cafeteria kitchen equipment, etc.) for the purpose of ensuring a safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

Knowledge of State of Tennessee electrical code and/or local/Federal codes is required. Maintaining contact on a regular basis with Inspectors and/or Licensing agencies regarding changes to codes and regulations is required.

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electrical systems; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices; and handling hazardous materials.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in installation, troubleshooting, maintenance, and repair of electrical systems/subsystems; troubleshoot/maintain mechanical, electrical, environmental systems/subsystems including control/balancing these systems; and blueprints and schematics.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working independently and with interruptions; and complying with OSHA/TOSHA regulations.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience** Minimum 2 years as Licensed Electrician is required.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

### **Requirement**

TBI Testing  
This is a non-certified position.

### **Certificates & Licenses**

Valid Tennessee Driver's License & Evidence of Insurability;  
State of TN Electrician license

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **Continuing Educ. / Training**

Successful completion of continuing education yearly

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**