

Job Title: LEAD Master Electrician
Department: Physical Facilities & Maintenance
Reports To: Maintenance Director
FLSA Status: Non Exempt
Salary Schedule: MN Lane 09



SUMMARY

Under the direction of the Maintenance Director, the Lead Master Electrician performs and manages a variety of electrical issues and oversees the Journeyman Electrician personnel. The Lead is responsible for the installation, service and repair of motors, motor starters, lighting, and kitchen equipment, electrical outlets and switches, and other commercial equipment found in buildings. The Lead will conduct team meetings as needed to address work orders and other related issues. The Lead will communicate and coordinate with the Maintenance Department Administrators concerning future and present needs pertaining to all WCSD buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Manages submitted work orders. Prioritizes, schedules, and assigns work to Electrician personnel.

Coordinates and facilitates team meetings as needed to address work orders and other related issues.

Performs all essential tasks necessary to install electrical components, i.e. bend conduit, pull wires, read wiring diagrams and blueprints, calculate load & wiring size, and be able to do maintenance on existing systems.

Uses multimeters and other equipment to troubleshoot and repair electrical systems and appliances.

Performs jobs from start to finish including planning, purchasing, supervising and bidding.

Completes work orders with little to no supervision.

Utilizes knowledge of electrical codes and be aware of dangers associated with electrical systems and take necessary precautions, i.e. lock-out/tag-out, Arc-Flash protection, etc.

Utilizes knowledge of motors, motor starters, and VFDs to work on and repair these systems and other commercial equipment found in schools.

Uses ladders, one/two-man hoists, and bucket trucks.

Utilizes basic knowledge of applicable building codes, life safety codes, and OSHA standards.

Designs and installs electrical systems for minor remodel work and changes to existing systems.

Performs basic welding and brazing.

Participant in the WCSD Maintenance On-Call Program as needed.

Communicates and coordinates with the Maintenance Department Administrators concerning future and present needs pertaining to all WCSD buildings.

Communicates and coordinates work with other maintenance personnel as necessary.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibilities over the Electrician team.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have a general understanding of current electrical energy/lighting codes.

Must have an independent work ethic, exercise good judgment, have the ability to maintain positive public relations, and be persuasive.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Must meet the education and experience requirements outlined in Utah Administrative Rule R156-55b (Electricians Licensing Act Rule) to qualify for a Utah Division of Occupational and Professional License (DOPL) as a Master Electrician.

Must have experience managing projects and personnel.

Must have experience in commercial installation and repairs. Must be familiar with electrical codes.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold and maintain an active Utah DOPL Master Electrician.

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and extreme heat throughout the balance of the workday. Workday may entail up to ten hours. The employee is frequently exposed to moving mechanical parts, darkness, cold, risk of electrical shock or burns from hot equipment, and mechanical vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is considered moderate.

Prepared By: Maintenance Director		Date: 08/28/2023
Approved By: Assistant Director, Human Resources		Date: 11/16/2023
<input type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By:	Date:
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	