

**ARLINGTON HEIGHTS SCHOOL DISTRICT 25**  
**1200 South Dunton Avenue**  
**Arlington Heights, Illinois 60005-3122**

**Job Description**  
**Maintenance - Electrician**

**Purpose:**

The job of Maintenance – Electrician was established for the purpose/s of installing, repairing, maintaining and upgrading electrical systems and equipment; identifying repair and/or replacement needs; assisting other skilled trades; and providing necessary information on the proper uses of the equipment.

**Reports to:**

The job of Maintenance is under the direct supervision of the Director of Facilities Management.

**Essential Functions:**

- Diagnoses causes of electrical problems or failures for the purpose of identifying equipment and/or systems repair.
- Informs personnel (i.e. Director of Facilities Management, principal, FOM, etc.) 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.
- Installs electrical system components (e.g. lighting, electrical panels, switches, circuits, scoreboards, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.
- Monitors electrical systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of electrical systems.
- Repairs electrical components and/or systems (e.g. motors, circuits, compressors, switches, intercom systems, cafeteria kitchen equipment, fire alarm systems, etc.) for the purpose of enduring 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 if available for the purpose of resolving immediate safety concerns.
- 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 building and safety regulations.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating 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.
- Responsible for snow plowing and salting school sites during inclement weather for the purpose of providing a safe environment for students and staff.

**Other Functions**

- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Monitors contract work for the purpose of ensuring contract terms are fulfilled and work standards are met.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

**Minimum Qualifications:**

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:

**Knowledge of:**

- Intermediate level computer skills
- Operating equipment used in the installation, repair and maintenance of electrical equipment
- Planning and managing projects
- Preparing and maintaining accurate records
- Proper methods, materials, tools, and equipment used in the electrical trade
- Applicable electrical codes and regulations
- Mathematics applicable to the electrical trade
- Appropriate safety precautions and procedures
- Basic record-keeping techniques
- Proper methods of storing equipment, materials and supplies

**Ability to:**

- Plan, layout, and perform a wide variety of maintenance work, including estimating labor and materials cost of electrical repairs and alterations
- Perform and learn to perform a wide range of general maintenance and repair work not requiring full journeyman skill
- Use a variety of tools and equipment utilized in the basic trade including voltmeter, ohmmeter, soldering equipment and other power tools
- Diagnose and resolve electrical problems
- Observe and comply with electrical and building codes and fire regulations
- Perform preventative maintenance and routine servicing of equipment
- Read and work from blueprints, shop drawings, and sketches
- Communicate effectively both orally and in writing with diverse groups
- Understand and follow oral and written directions
- Work cooperatively with others
- Work independently with little direction
- Meet schedules and time lines
- Maintain routine records

- Observe legal and defensive driving practices
- Adapting to changing work priorities

**Language Skills:**

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 English effectively with staff, students, and community members.

**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, 60% walking, and 30% standing. Employee must be able to lift and carry 80 pounds. The job is performed at times under extreme temperature variations and in all weather conditions.

**Experience:** Job related experience within specialized field is required. (minimum of 5 years on job experience required)

**Education:** High School diploma or equivalent

**Certificates & Licenses:** Possess a valid Illinois driver's license.

**Performance Responsibilities**

The specific duties and responsibilities of the Maintenance (Electrician) employee shall be to:

- Insure proper operations of all electrical breakers, electrical panels, motors, and all other devices for the operations of the facilities
- Install, inspect and repair and/or maintain all electrical fixtures, controls, systems, wiring, and lighting such as conduit and circuits, interior and exterior wiring, wall, floor, and ceiling receptacles, switches, outlets, fixtures, heaters, radiant heat boilers, motors, fire and security alarms, and a variety of other electrical units
- Install and maintain power distribution systems, transformers, and circuit breaker systems
- Perform predictive and preventive maintenance of all electrical motors, pumps, controls, light fixtures and internal electrical systems
- Replace ballasts, coils, transformers, switches, receptacles, motors, etc.
- Repair and maintain all outside lighting and electrical systems
- Perform electrical operations, troubleshooting, repairs, installation of fixtures and appliances
- Determine and schedule preventative maintenance and perform preventive maintenance
- Inspect (troubleshoot) electrical systems, motors, and wiring for compliance to building and safety codes
- Assist with wiring new and altered buildings
- Determine requirements for parts, materials, supplies, tools and equipment; establish cost of repairs and equipment replacement; check and test new equipment
- Assemble lighting fixtures
- Install, test, and maintain storage batteries
- Operate, maintain and monitor emergency electrical generating equipment
- Install electrical panel boards and emergency lighting systems
- Upgrade electrical systems to meet new or existing code requirements and standards
- Maintain tools, equipment and supplies in a safe and orderly condition
- Maintain routine records and purchase parts as necessary
- Remove snow and ice as needed;
- Maintain high-quality standards in housekeeping for both inside and outside work areas;

- Be responsible for the proper and economical use of all supplies, tools, and equipment used in the performance of duties;
- Keep tools and mechanical equipment owned by the district in clean condition and good repair;
- Comply with and ensure all rules, regulations, and safety policies are followed;
- Respond to any emergency within the scope of ability;
- Keep required records and perform necessary paperwork (e.g., work orders and request forms for vacation and personal business days) within the required time frame;
- Report injuries, accidents, and illness (absences) to the district administrator;
- Communicate effectively with district personnel;
- Operate a district vehicle observing traffic laws and using defensive driving practices
- Perform other duties as assigned.

**FLSA Status:** Non-Exempt