

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: ELECTRICAL FOREMAN MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under occasional supervision, performs skilled and supervisory work to ensure the effectiveness and efficiency of the electrical work required to maintain the schools systems facilities in a safe and efficient manner. Employee is responsible for posting N.C. Electrical Contractor License in the name of GCS. Work involves repairing, installing, inspecting and maintaining the electrical systems, security systems, surveillance systems, telephone/public address systems, fire alarm systems, CATV systems, elevator systems, scoreboards, irrigation controls and generator systems in all school facilities. Work also involves scheduling and overseeing both skilled and semi-skilled electricians to maintain system adherence to all related codes and regulations. Employee must exercise independent judgment and initiative in performing assigned duties. Employee must also exercise tact and courtesy in contacts with school officials and various department heads. Reports to the Program Administrator III – Technical Trades.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Repairs, installs, inspects and maintains the electrical systems in all school facilities.

Performs a variety of repair tasks concerning the electrical system within each facility: fuses, breakers, panels, branch circuits, light switches, receptacles, exhaust hood fans, motors and all other electrical system equipment.

Inspects requests for service to determine cause of electrical problems and needed work.

Prepares a list of estimated requirements of materials, tools and equipment, including amount, quality and type needed, and presents for approval.

Schedules work for each day and for the week; reports daily accomplished results.

Maintains responsibility for all materials, tools and equipment.

Ensures the safe and efficient operation of fixtures, apparatus, and other elements of an electrical nature.

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Performs skilled work in addition to assigning, directing, supervising, training, and inspecting the work of both skilled and semi-skilled workers.

Examines the school system's facilities on a regular basis to determine preventative maintenance schedules and general maintenance needs.

Provides assistance in the electrical design phase of planning new construction and renovation projects.

Installs, repairs and maintains electrical systems, security systems, surveillance systems, telephone/public address systems, fire alarm systems, CATV systems, elevator systems, scoreboards, irrigation controls and generator systems.

Meets with contractors and oversees the quality and scheduling of contracted electrical work.

Conduct periodic inventory of all tools and equipment assigned personnel of the trade; maintain a computerized listing of such inventory; ensure each technician conduct a quarterly inventory of tools and equipment assigned and submit the required report to the director within two weeks of completing such inventory.

Have considerable knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.

Considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

Responsible for the ensuring all trade personnel are trained in the proper use of all materiel handling and heavy operating equipment assigned to the section.

Responsible for the ensuring all automotive equipment assigned the section is operated and maintained as outlined in applicable district's procedures.

ADDITIONAL JOB FUNCTIONS

Will possess and maintain a cellular phone for 24-hour on call service support. Every seven to eight weeks, employee takes an emergency pager for on call service for one week for additional trades.

Performs other related work as required.

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MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by vocational training in electrical field and 3 to 5 years of experience in electrical maintenance; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Possession of a valid electrical contractor's limited classification license issued by the state of North Carolina. Foreman shall assign his/her license to Guilford County Schools qualifying the school system to pull electrical permits. Foreman will supervise said work in accordance with the state requirements. The cost of maintaining said license and qualifier status will be borne by Guilford County Schools. Employee must maintain possession of a valid driver's license by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including core drills, cherry pickers, scaffolds, electrical tools, etc. Must be physically able to operate motor vehicles. Must be able to exert up to 150 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

Language Ability: Requires the ability to read work orders, purchase orders, logs, diagrams, blueprints, schematics, etc. Requires the ability to prepare activity logs, department inventory, performance appraisals, reports, etc., according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

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Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English, and electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of electrical systems, equipment, and fixtures.

Thorough knowledge of approved electrical methods, practices, code requirements and safety standards.

Considerable knowledge of the tools and equipment used in the installation and repair of electrical wiring systems and controls in school system buildings and facilities.

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Considerable knowledge of the occupational hazards and safety precautions of electrical work.

Considerable knowledge of the principles of supervision, organization and administration.

Skill in the use and care of hand and power tools and equipment necessary to perform electrical installation and repair tasks.

Skill in identifying origin of electrical problems.

Ability to schedule and prioritize work of the department.

Ability to install, maintain and repair electrical systems, security systems, surveillance, telephone/public address, fire alarm systems, CATV systems, scoreboards and generator systems.

Ability to estimate manpower and material requirements for individual projects.

Ability to maintain complete and accurate records.

Ability to communicate effectively both orally and in writing.

Ability to read and interpret blueprints and schematic drawings.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Some knowledge of security systems, surveillance systems, telephone systems, public address systems, fire alarm systems, CATV systems, elevators, scoreboards, irrigation controls, pagers, and generator systems.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.