

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Maintenance Worker – Electrician
Department:	Maintenance
Reports to:	Lead Maintenance Worker and/or Supervisor of Plant & Grounds
Supervises:	N/A

Description of job:

Summary of Responsibilities:

Responsibility for maintaining the physical school plant and grounds in a condition of operating excellence in order to afford their full educational use at all times. Provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning

Primary Function: Master Electrician

1. Coordinate and execute repairs on indoor and outdoor lighting systems including but not limited to hallways, classrooms, and gyms. Perform maintenance repair and troubleshooting for electrical systems and apparatus. Execute preventive maintenance inspections, line voltage for all HVAC systems, repair power to all main power distribution systems and panel boards.
2. Coordinate installation of electrical services for construction projects such as computer labs, power upgrades, mobile classrooms, parking lot and field lighting installations.
3. Respond to emergency power failures and emergency back-up systems.
4. Monitor and test various electrical systems. Execute repairs on line voltage of kitchen equipment including but not limited to dishwashers, booster heaters, disposals, and freezers. Inspection contractor performed work in renovations and new construction projects as part of quality control. Locate electrical underground wiring for various projects.
5. Oversee electrical preventive maintenance program. Gather and organize equipment data, single line diagrams and panel locations. Identify potential energy savings projects. Help coordinate utility rebates from in-house retro-fit projects.
6. Prepare in-house electrical estimates by performing research on parts, scope of work, materials and labor hours. Obtain electrical permits as needed to perform work as required by the state of Rhode Island. Assure that all safety requirements are adhered to.

Essential Functions:

1. Provides assistance, as able in the fields: of masonry, carpentry, construction, electricity, plumbing, heating and pipefitting, refrigeration and air conditioning and painting in order to maintain the school plant in a condition of operating excellence.
2. Performs a variety of painting duties including preparing and repairing surfaces, mixing and matching paints, determining paint requirements, cutting and setting glass, and hanging paper. Includes varnishing, enameling, calcimining, and shellacking.
3. Performs a range of carpentry construction and repair duties applicable to all aspects of all buildings including the design, construction, installation and maintenance of wood, concrete and block construction projects.

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4. Read blueprints and manufacturers instructions and perform construction and repair work in accordance with same.
5. Assist in making plans, specifications and material takeoff.
6. Licensed electrician makes electrical repairs including the installation of electrical outlets, lighting equipment, and circuit breakers.
7. Make repairs and adjustment to machinery and equipment including refrigeration and air conditioning equipment.
8. Perform a variety of plumbing duties including maintenance, diagnosis and repair of fixtures, heating and air conditioning systems, water, gas and waste disposal systems.
9. Conduct an ongoing program of general and preventive maintenance, inspection, upkeep and repair.
10. Maintain school grounds and athletic fields including seeding, cultivation, planting, trimming, and snow shoveling,
11. Performs related work as required at the direction of the Lead Maintenance Worker and/or Supervisor of Maintenance.

Protective Personal Equipment:	When necessary: gloves, safety glasses, steel toe shoes, earplugs or muffs, hard hats, respirators, coveralls, orange vests and snow related clothing.
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Classification:	Sedentary:	Light:	Medium:	Heavy: X	Very Heavy:
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Classification Key:
Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None:	Manual:	Automatic: Yes
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Work Environment

Floor Surface:	Tile or Carpet		
Inside:	Up to 100%	Outside:	Up to 100%
Lighting:	Fluorescent or Incandescent		
Vibration:	Hand tools, lawn equipment and snow removal equipment		

PHYSICAL DEMANDS

LIFTING

Maximum weight lifted: up to 75 pounds occasionally

WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X	X			
10 – 20 lbs.		X	X			
20 – 35 lbs.		X				
35 – 50+ lbs.		X				

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CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.			X			
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 50						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X	X			
10 – 20 lbs.		X	X			
20 – 35 lbs.		X				
35 - 50 + lbs.		X				

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting		X			
Standing				X	
Walking			X		
Bending		X			
Twisting		X			
Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X	X		
Reaching – Horizontal			X		
Grasping		X	X		
Pinching		X			
Manual Dexterity		X	X		
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties 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

Education and/or Experience:

Five to seven years experience in general maintenance, carpentry, construction, electricity, plumbing, heating and air conditioning systems, and painting.

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License/Certificate/Certification:

Possess a valid RI Master Electrician Licenses, UST class C, Asbestos Awareness Certificate

Technological and/or Technical Skills:

A working knowledge of, and the skill to apply, the principles and practices of the building trades, including carpentry, construction, electricity, painting, plumbing heating and pipefitting, refrigeration and air conditioning.

Communication Skills:

Ability to communicate effectively both orally and in a written format with all levels, including administration, staff, and peers. Ability to effectively function in an environment which utilizes group problem solving and team based decision making.

Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner.

Interpersonal and Problem solving skills:

Ability to interface with staff and members of the public in a helpful, efficient and professional manner

Terms of Employment:

Per the North Kingstown Educational Support Professionals Contract

Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Educational Support Professionals Contract.

Date: 10/2015