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**NICHOLAS COUNTY**  
**S C H O O L S**

400 Old Main Drive, Summersville, WV 26651

Phone 304-872-3611

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**Job Description**

**Position:** Electrician

**Classification:** Service

**Reports to:** Maintenance Director/Crew Leader/Superintendent

**Evaluation:** Evaluated annually by the building principal/immediate supervisor in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Nicholas County Board of Education Policy GCNB.

**FLSA Status:** Non-Exempt

**Job Summary:**

Electrician I means a person employed as an apprentice electrician helper or who holds an electrician helper license issued by the State Fire Marshall. Electrician II means a person employed as an electrician journeyman or one who holds a journeyman electrician license issued by the State Fire Marshall.

**Qualifications:**

- High School Diploma, General Equivalent Development Certificate (GED) per West Virginia Code §18A-2-5
- Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position per West Virginia Code §18A-4-8e
- Criminal background check per WV Code §18-5-15c
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which affect employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as role models for students in how to conduct themselves as citizens and as responsible intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

**Responsibilities:**

- Install power switch gear
- Install electrical conductors and motor starters
- Install relay panels
- Install electrical lighting
- Terminate electrical lighting and electrical wiring
- Install instrumentation devices
- Debug and test process equipment
- Align rotating equipment
- Perform preventative maintenance
- Document amp and voltage readings
- Repair electrical devices
- Repair relay and lighting systems
- Repair power transformers
- Calibrate process instruments
- Troubleshoot process equipment
- Design control and power systems
- Calculate wire ampacity
- Calculate electrical power consumption
- Dispose of light ballasts
- Locate and lay out devices for job from a blueprint or schematic diagram
- Determine materials list from blueprint or schematic design
- Compute service loads
- Install electrical environmental control components
- Install service entrance
- Install switch boxes and outlet boxes
- Maintain existing wiring
- Rough in feeders, branch circuit cables and circuits
- Trim out electrical devices and appliances
- Install and maintain capacitor start motors
- Install and maintain motor controls
- Properly ground equipment before use
- Use the National Electrical Code (NEC) to determine specific requirements for systems
- Follow lockout/tagout procedures
- Apply safety principles during working operations

- Maintain positive work habits
- Maintain positive job attitude and has other personal qualities essential to job success
- Perform all duties efficiently and productively
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Effectively present information and respond to questions from administrators, staff, and the public
- Solve practical problems and manage a variety of variables in situations where only limited standardizations exist
- Comply with all state and county policies and regulations
- Effectively read and interpret work orders
- Maintain and upgrade skills
- Work proficiently with computer programs and accessories as needed
- Possess and maintain a valid West Virginia driver's license
- Maintain clean, organized, and safe storage area(s).
- Request purchase orders for goods and supplies to maintain operating inventory levels. 14. Keep accurate records
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Add, subtract, divide, and multiply in all units of measure consistent with the duties of this position
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position
- Demonstrate the ability to work in tight spaces, to climb, and to bend
- Demonstrate the ability to work on ladders and assemble scaffolds
- Operate and maintain motorized lifts
- Maintain assigned vehicle, tools, and equipment for the purpose of ensuring availability in safe operating condition
- Participate in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions
- Prepare written materials (e.g., repair status, activity logs, purchase orders, etc.) for the purpose of documenting activities and/or conveying information
- Respond to emergency situations during and after hours for the purpose of resolving immediate safety concerns
- Speak clearly and concisely both in written and oral communication
- Add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals consistent with the duties of this position
- Compute rate, ration, and percent consistent with the duties of this position
- Perform duties in full compliance with county requirements and Board policies
- Exhibit effective communication and interpersonal skills
- Perform all other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit as assigned by the superintendent and/or director of maintenance

**PHYSICAL DEMANDS:**

The physical demands described 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 often required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls; talk, and hear.

The employee frequently is required to reach with hands and arms. The employee is sometimes required to lift and/or move heavy objects.

The employee is occasionally required to sit. The employee will frequently bend, or twist at the neck and trunk more than the average person while performing the duties of this job.

Specific vision abilities required by this job include close vision such as reading handwritten or print material, 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.

The work environment includes indoor as well as outdoor settings and can range in temperature from below freezing to 90°F. The noise level in the work environment is moderate to loud (60 -90 dB).

While performing the duties of this job, the employee regularly works outdoors or indoors as needed. The employee will work near or with moving mechanical equipment while performing the duties of this job. The employee will work around hazardous materials such as gasoline, diesel fuel, etc.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals holding this position and may be assigned by the superintendent or his/her designee.

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