

SCHOOL DISTRICT OF OKALOOSA COUNTY
Okaloosa County, Florida

Position Title: Electrician I / Electrical Inspector

Reports To: Foreman, Maintenance Department. Electrical inspections will be under the direct supervision of the Building Official.

Supervises: N/A

Minimum Eligibility Requirements:

Prefer a high school diploma or equivalent.

Hold a valid Florida Commercial Drivers License – Class C minimum.

Job related experience/achievement

Such alternatives to the above requirements as the Board may find appropriate and acceptable.

Language Skills:

Ability to independently maintain written records, read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to independently understand the Florida Building Code and NEC for electrical repairs and installation, and to identify non-code compliance deficiencies in order for corrections to be conducted.

Mathematical Skills:

Ability to add, subtract, multiply and divide.

Ability to meet schedule/time requirements.

Reasoning Ability:

Ability to apply common sense in carrying out instructions written, oral, diagram or schedule form.

Other Skills:

Acceptable driving record and insurance eligibility.

Technical knowledge and skill for assignment.

Ability to establish or maintain effective working relationships.

Ability to communicate the Electrical Building Code compliance standards to contractors and other School Board personnel.

Ability to perform duties with an awareness of district requirements and School Board policy.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, carry, and drive. The employee is frequently required to reach with hands and arms and operate vibrating machinery. The employee must frequently stoop, or kneel, reach above the head, stand on a ladder, and reach forward or above. The employee continuously uses hand strength to grasp tools and climb on ladders. Close vision is required.

The employee will frequently lift fifty (50) pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The noise level is moderate to loud.

Employee will work outside near or with moving mechanical equipment.

Job Goal:

To assure maximum productivity and effective application of his skills in the electrical occupation while maintaining school plant facilities at standards acceptable to the School Board and within established electrical codes.

Essential Duties and Responsibilities:

1. Performs work involving installation and maintenance of electrical service components up to 2000 amp capacity.
2. Performs work involving installation of low voltage electronic devices such as LED projectors, Public Audio Systems, and Scoreboards.
3. Maintains circuitry distribution both underground and overhead.
4. Bends conduit, Ridgid and EMT up to 4”.
5. Maintains work area and vehicle clean and in good condition.
6. Maintains equipment/tools in safe and operating condition.
7. Follows established procedures for loading, unloading receiving, sorting of items.
8. Responds to directives for unscheduled services.
9. Obeys all traffic laws and observes all traffic safety regulations.
10. Checks vehicles and other equipment for mechanical defects before each use.
11. Notifies proper authority in case of mechanical problems for lateness.
12. Reports all accidents and completes all required reports.
13. Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures; maintains professional ethical standards; maintains high level of professional development/knowledge.
14. Other duties as may be (1) temporarily and/or sporadically assigned by the supervisor and/or the Board, (2) permanently reassigned and specific changes noted and signed by the supervisor.
15. Obtains Provisional Inspector licensure under the Building Official and completes requirements for becoming a certified Electrical Building Code Inspector.

Length of Employment:

Twelve Months

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the School Board's policies and state laws.