



## David Douglas School District #40

### Supervisor - Job Description

#### **SUPERVISING ELECTRICIAN**

Schedule: 12 months per year  
Salary: C

#### **POSITION PURPOSE**

Performs skilled electrical work; plans, assigns, coordinates, and oversees the work of journey level craft personnel within the District and outside contractors engaged in the construction, installation, maintenance, repair and servicing of electrical systems. Receives and evaluates work orders and requests, establishes priorities and assigns appropriate personnel to make the necessary repairs. Provides subject matter expertise related to the electrical field and advises the District on issues related to code requirements and impacts.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned supervisor (Maintenance Supervisor). Methods of performing tasks are generally left to the judgment of employee, with supervisor giving occasional instructions and advice. Decisions with district-wide implications or changes are reviewed with Maintenance Supervisor and Operations Manager. Employee has considerable latitude in interpreting and applying policies, rules and regulations. Plans, assigns, coordinates, evaluates, and oversees work of journeyman and LME and may work with apprenticeship programs. Work is measured mainly through the observance of results obtained.

#### **JOB RESPONSIBILITIES:**

##### **- May include, but are not limited to, the following:**

- Performs skilled preventative and corrective electrical maintenance to equipment associated with District buildings, interior and exterior lighting, electrical door systems, fire and intrusion alarms, and miscellaneous building maintenance equipment; installs, alters, and repairs interior and exterior wiring systems, and other electrical devices
- Tests, locates, and repairs trouble in electrical circuits and equipment; performs some electronic equipment repair and troubleshooting; repairs and replaces broken or defective parts; repairs electrical motors, parts, wiring and other electrical devices
- Installs and maintains motors and generators; performs other electrical work and some related mechanical work in repairing and replacing parts
- Performs a variety of maintenance tasks such as servicing heating, ventilation and air conditioning systems and other related building maintenance work
- Prioritizes electrical work to ensure operational reliability; works with contractors and electrical engineers to analyze systems and prepare upgrades
- Functions as lead electrician to assigned staff including apprentice, journeyman, and limited maintenance electricians; plans, organizes, schedules, assigns, reviews, and evaluates the work of others
- Continually assesses and evaluates electrical systems for adequate capacity, safety and code compliance; plans preventive maintenance programs and ensures their effective implementation. Coordinates with other maintenance personnel to evaluate electrical plant aspects to ensure safety to public and all District personnel
- Develops jointly with Operations Manager and Maintenance Supervisor short and long term repair plans and programs. Reviews plans for remodeling and new construction. Schedules and coordinates activities with Operations Manager and Maintenance Supervisor
- Assists in designing and estimating costs for projects and improvements. Serves as project manager for electrical work related to building remodels and new construction

## **SUPERVISING ELECTRICIAN page 2**

### **JOB RESPONSIBILITIES (cont.)**

- Assists in developing bids related to electrical work. Coordinates and monitors the work performed by outside contractors to ensure compliance to code standards and operational requirements of the District
- Analyzes records and reports to recommend changes in equipment, methods and materials used
- Purchases and maintains an inventory of parts and equipment needed for repair and maintenance of electrical systems throughout the District
- Conducts field inspections of work in progress and completed projects to ensure systems are in proper operating condition
- Responds to electrical emergencies and assists with the diagnosis of outages and interruptions of service. Plans corrective measures and performs repairs
- Ensures that electrical permit records are current at all District locations and coordinates electrical inspections. Obtains permits as required and ensures that permits are appropriately obtained by outside contractors
- Responds to District emergencies and closures including adverse weather to be certain that all facilities are protected and remain operational. Assists with tasks required in preparing to open campuses after a closure including snow and ice removal, systems and equipment checks and start-up operations as assigned
- Interprets blueprints, drawings, sketches, and specifications in making electrical installations; uses voltmeters, ammeters, and hand tools ordinarily used in the electrical trade
- Maintains appropriate licenses. Keeps abreast of technical trends and advances in the field and researches and recommends the use of new equipment, devices and systems
- Knows and understands all safety procedures of the District. Observes the work of others and brings safety concerns to their attention. Reports all unsafe acts and conditions which remain uncorrected to supervisor. Allows no work to be performed when conditions are considered unsafe
- Operates an assigned District vehicle and is responsible for the proper maintenance and safe operation of that vehicle
- Attends regular staff meetings and participates in problem solving and discussions of systems and project related issues
- Ability to work as part of a maintenance team; will assist other trades with work.
- Performs other duties, as assigned

### **QUALIFICATIONS:**

Any combination of education, experience, and training that would provide the required knowledge and abilities. A representative way to obtain the required knowledge and abilities would be: Six years of journey-level commercial/industrial electrical maintenance and repair experience, of which two years included responsibility for leading the work of others.

### **Education:**

High School Diploma or equivalent required; Two years of college education in a related field preferred.

Possession of a valid Oregon State General Supervisor Electrician's License required. Licensed must be maintained during employment.

### **Experience:**

- Knowledge of principles, methods and equipment used in the installation, maintenance, and repair of electrical systems and electrical equipment
- Knowledge of school district, state, federal, county, and local agency (DEQ, EPA, OSHA, etc.) regulations pertaining to building maintenance and electrical codes
- Technical knowledge of HVAC, electrical, security, and fire/life/safety systems found in large commercial and public buildings
- Thorough knowledge of safety and accident prevention measures
- Ability to review plans and make recommendations of a structural, mechanical, maintenance, and operational nature
- Knowledge of principles and practices of work coordination and simplification and ability to develop and implement work schedules
- Ability to prepare written specifications for bidding

## **SUPERVISING ELECTRICIAN page 3**

### **Other qualifications:**

- Valid driver's license and evidence of insurability required
- Must be able to differentiate color-coded cables
- Intermediate to advanced technological skills providing the ability to enter, revise, organize, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports
- Demonstrated ability to establish and maintain high profile, influential, and collaborative working relationships across teams, functions and layers with District staff, public officials, vendors, and the general public
- Ability to communicate effectively, both orally and in writing
- Self-starter with proven analytical and problem-solving skills
- Ability to exercise confidentiality, tact, diplomacy and independent judgment in performance of duties
- Excellent leadership skills as demonstrated by attendance, work ethic, and job performance

### **ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate to extensive degree of physical stamina and frequent lifting up to 50 pounds and occasional lifting of up to 100 pounds. Frequent and prolonged standing, walking and bending. Ability to climb ladders and scaffolding, work from heights, stretch and bend to perform such duties as cleaning, repairing, painting, cleaning roofs, gutters and drains, and general maintenance. Ability to lift furniture, desks, shelving, staging and cleaning supplies and equipment. Shall be physically capable of performing all necessary tasks: stooping, reaching, pushing, pulling, climbing, lifting and crawling. Exposure to chemicals, dirt, dust, paint, noise and activity of a school setting. Ability to move freely around the school building and grounds. Exposure to outdoor weather conditions. The position requires the ability to make frequent trips to all the District's schools, grounds, and facilities.

***The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.***

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

### **David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.