

Job Title: APPRENTICE ELECTRICIAN
Reports to: Maintenance Coordinator
Dept./School: Maintenance
Wage/Hour Status: Non-exempt
Date Revised: June 21, 2021

Primary Purpose

Under supervision of Master Electrician. Maintain, repair and install electrical systems, services and equipment for the district. Maintain and provide for the safe condition and operation of all electrical fixtures and systems in district facilities.

QUALIFICATIONS

Education/Certification

Valid apprentice electrician license, preferred
Valid Texas driver's license

Special Knowledge/Skills

Knowledge of electrical circuits and wiring and operating principles of motors
Knowledge of local electrical codes
Ability to read blueprints, schematics, and written reference material
Ability to follow written and verbal instructions
Ability to perform mathematical calculations
Ability to diagnose and resolve problems
Ability to use hand and power tools

Experience

Three to five years experience in electrical field, preferred

MAJOR RESPONSIBILITIES AND DUTIES

Maintenance and Repair

1. Assist with installation and repair wiring, electrical fixtures, power equipment and components of machinery and equipment following electrical code, manuals, specifications, schematics and blueprints.
2. Assist with installation and repair control and distribution apparatus, including motors, relays, switches, thermostats, circuit-breaker panels, etc.
3. Assist with installation and connect power supply wiring, cables, conduit and electrical apparatus for machines and equipment in new and existing facilities following diagrams, schematics or blueprints.
4. Assist diagnose and resolve problems in electrical circuits, systems and equipment using testing instruments and equipment.
5. Assist with testing continuity of circuits to ensure compatibility and safety of components using testing instruments.
6. Measure, cut, bend, thread, assemble and install electrical conduit using rulers, measuring devices, hand tools, pipe threader and conduit bender.

7. Assist with the repair or recommend replacement of electrical appliances, including commercial ovens, ranges, steam tables, washers, dryers, etc.
8. Maintain accurate records on material and labor used as required by Maintenance Department Policies and Procedures.
9. Maintain inventory of district-owned tools, equipment and materials.
10. Assist with the selection of material, hardware, make time and materials estimates.
11. Receive and complete work orders as required by Maintenance Department Policies and Procedures.
12. Inspect jobs upon completion and ensure areas are clean.
13. Work with building principals and supervisors to complete projects.
14. Detect needed repairs on buildings, grounds and equipment following established inspection procedures.
15. Respond to emergency calls as needed.

Driving

16. Operate light truck to transport furniture and equipment throughout district.

Safety

17. Assist with proper and safe use of tools and equipment.
18. Operate tools, equipment and machinery according to prescribed safety procedures.
19. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
20. Ensure that vehicles, equipment and tools are in safe operating condition.
21. Inspect and adjust tools and equipment for safety and efficiency.
22. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other:

23. Follow and abide by School Board and Maintenance Department Policies and Procedures.
24. Perform other duties as assigned by supervisor.
25. Maintain confidentiality of information.

Supervisory Responsibilities

None.

EQUIPMENT USED

Multimeter, ohmmeter, oscilloscope, and testing equipment; soldering iron; wire puller; pipe bender and threader; hand and power tools (saw, drill, etc.); trencher; jackhammer; concrete saw; ladder. Light truck or van.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work in tiring and uncomfortable positions, around electrical power lines, outside and inside. Exposure to extreme temperatures. Frequent district wide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____