

Job Title: ELECTRICAL MAINTENANCE/CAFETERIA EQUIPMENT COORDINATOR
Reports to: Director of Operations
Dept./School: Maintenance
Wage/Hour Status: Non-exempt
Date Revised: April 30, 2026

Primary Purpose

Under general supervision, 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. Support and assist the Child Nutrition Coordinator in managing all aspects of the Child Nutrition program cafeteria equipment to ensure compliance with all laws and regulations.

QUALIFICATIONS

Education/Certification

Valid Master electrician license
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
Ability to conduct on-site inspections of food service facilities at assigned campuses
Ability to implement policy and procedures
Ability to interpret data
Strong organization, communication, and interpersonal skills

Experience

Five years experience in electrical field

MAJOR RESPONSIBILITIES AND DUTIES-ELECTRICAL MAINTENANCE

Maintenance and Repair

1. Install and repair wiring, electrical fixtures, power equipment, and components of machinery and equipment following electrical code, manuals, specifications, schematics, and blueprints.
2. Install and repair control and distribution apparatus, including motors, relays, switches, thermostats, circuit-breaker panels, etc.
3. Install 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. Diagnose and resolve problems in electrical circuits, systems, and equipment using testing instruments and equipment.
5. Test 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. Repair or recommend replacement of electrical appliances, including commercial ovens, ranges, steam tables, washers, dryers, etc.
8. Receive and complete work orders as required by Maintenance Department Policies and Procedures.
9. Select material and hardware and make time and materials estimates.
10. Maintain accurate records on material and labor used as required by Maintenance Department Policies and Procedures.
11. Maintain inventory of district-owned tools, equipment, and materials.
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.

Safety

17. Instruct assigned personnel on 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 School Board and Maintenance Department policies and procedures.
24. Perform other duties as assigned by supervisor.
25. Maintain confidentiality of information.

Supervisory Responsibilities

26. Review and recommend the hiring and firing of electrical tradesmen and support staff assigned to the Electrical Maintenance Department.

MAJOR RESPONSIBILITIES AND DUTIES-CAFETERIA EQUIPMENT

- 27. Regularly complete inspections and review performance of each site; provide assistance to managers as needed.
- 28. Track maintenance and repairs of food service equipment in tracking software.

Budget and Inventory

- 29. Assist with preparation and administration of program budget for cafeteria equipment.
- 30. Assist in facility planning and equipment specification and selection.
- 31. Assist with the evaluation of formal bids and make recommendations for the awarding kitchen equipment contracts for school board approval.

Safety and Sanitation

- 32. Ensure cafeterias maintain a safe work environment and report unsafe working conditions.
- 33. Ensure all equipment is in good working order. Recommend replacement as needed.
- 34. Follow district safety protocols and emergency procedures.

Other

- 35. Compile, maintain, and file all reports, records, and other documents required.
- 36. Maintain confidentiality of information.
- 37. Perform all other tasks and duties as assigned.

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. Personal computer, printer, calculator, fax machine, and copier.

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:** _____