

**SCHOOL DISTRICT OF PUTMAN COUNTY  
JOB DESCRIPTION**

**ELECTRICIAN 81026**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Five years of experience as an electrician.
- (3) Valid Florida Driver's License.
- (4) Ability to read blueprints and schematics.
- (5) License at the journeyman level preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Skill to install wiring and electrical devices according to blueprints, schematics or diagrams. Knowledge of State statutes, State Board of Education and local School Board Codes related to health and safety. Ability to work as a team member. Knowledge of and skill to use tools of the trade.

**REPORTS TO:**

Director, Maintenance

**JOB GOAL**

To maintain the physical facilities in the District in good working condition and to provide a safe and healthy environment for students and staff.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Install and / or maintain all electrical systems, devices and fixtures throughout the school District.
- \* (2) Maintain tools and equipment necessary to perform duties.
  - (3) Inventory tools, equipment, supplies and materials.
  - \* (4) Requisition materials and supplies for jobs in progress.
  - (5) Provide Maintenance Director with information needed to develop budget for fiscal year.
- \* (6) Install all electrical systems in accordance with all codes (State and local).
- \* (7) Install all electrical systems in accordance with blueprints, schematics and diagrams.
  - (8) Supervise maintenance helpers / assistants to ascertain the work is in accordance with plans.
  - (9) Assist other tradesmen. Perform electrician duties in conjunction with other trades.
  - (10) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\* Essential Performance Responsibilities

**Job Description Supplement Code 8**

**SALARY LOCATOR: Classified Personnel Salary Schedule**