

Job Title: Maintenance - Electrician (Journeyman) - 1.0FTE ([Apply here](#))

Job ID: 19266

Location: BESC

Full/Part Time: Full-Time

Regular/Temporary: Regular

#### POSITION SUMMARY

Installs, maintains, repairs and/or replace components of the School District No. 1 equipment, facilities and/or property improvements normal to a respective trade. Executes all work assignments within the constraints of authorized expenditures and applicable District standards. Complies with all applicable work rules, district policies and practices and with federal, state and local codes and regulations.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Installs, maintains, repairs and retrofits:
  - Lighting systems including interior, exterior, emergency, security, PE and athletics fields
  - Controls including HVAC, motor centers, stage lighting dimmers
  - Signal systems including master and secondary clocks, alarms, intercoms, time clocks
  - Equipment including industrial arts, kilns, kitchen
  - Appliances: home economics and kitchen
  - Main electrical service and power distribution systems.
2. Performs other reasonable duties as assigned with normal trade practice.
3. Operates a personal computer and related software; operates trucks and other vehicles; maintains shop including cleaning and organizing tools and shop equipment.
4. Contacts school and site personnel regarding maintenance and repair needs; performs other duties as assigned

#### MINIMUM QUALIFICATIONS

1. Certificate of graduation from high school or equivalent and from a bonafide relevant apprentice program, inclusive of both class instruction and work experience in this trade (or) A certificate of satisfactory completion of an equivalent program from an accredited institution, in combination with evidence of concurrent or subsequent related successful work experience in this trade (or) Evidence of successful substantial work experience in this trade including recent experience
2. Must be able to read, interpret and perform normal trade duties in compliance with plans, prints and specifications
3. Requires a valid drivers license
4. May be required to have a valid commercial drivers license
5. Required to perform asbestos removal in accordance with federal, state, Oregon OSHA, DEQ and District rules and regulations as a DEQ certified asbestos worker.
6. Requires all state and local licenses to work as an electrician

Ability to:

1. Draw rough sketches of electrical projects; read and work from sketches, plans, drawings, schematics, technical manuals, specifications and blueprints.
2. Work cooperatively with co-workers, site and District office staff, students and others; communicate clearly and effectively; understand and follow oral and written directions; maintain records; schedule and perform work to meet established time lines; work independently with little direction; learn characteristics of a wide variety of types and makes of electronic equipment; operate trucks and other vehicles; learn and perform duties of other trades if assigned; serve as lead on larger projects.
3. Identify and execute electrical system preventative maintenance (PM) procedures to prevent breakdowns, prolong equipment life and minimize interruptions impacting the customer.
4. Troubleshoot total building electrical systems to identify and correct system or equipment problems.
5. Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
6. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem. Advise management on whether continued operation of equipment could be hazardous.
7. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
8. Test electrical systems and continuity of circuits in electronic wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, to ensure compatibility and safety of system.
9. Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.
10. Inspect, test, maintain logs and post required permits for building electrical systems according to code and industry standards.
11. If assigned, direct and train workers to install, maintain, or repair equipment, and fixtures.
12. Prepare sketches or follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes.
13. Maintains records and files, prepares reports, and orders supplies and equipment when assigned.
14. Use a variety of tools and equipment such as power construction equipment, measuring devices, power tools, and testing equipment.
15. Perform related duties as assigned.
16. Operate assigned trade equipment skillfully and safely in conformance with applicable laws, regulations and policies.
17. Operate District-owned vehicles and to purchase tools, equipment and supplies in accordance with established policies and perform most work independently.
18. Understand and execute oral and written instructions; maintain simple work order and timekeeping written records; input work order and timekeeping data into timekeeping system.
19. Analyze information and evaluate results to choose the best solution and solve problems.

Experience: Five (5) years of experience in the installation, maintenance, and repair of Electrical systems and related controls and equipment; OR A combination of related training and experience which equals five (5) years.

License or Certificate required: Possession of a valid state driver's license. Minimum of Oregon State Journeyman Electrical License required.

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.

Salary: \$35.96

Duty Days: 260

FTE (or hrs/week) 1.0

FLSA Status: Non-Exempt

Union Representation: Represented

#### Benefits Information

Portland Public Schools (PPS) offers several competitive and comprehensive benefit packages to employees. Fringe benefits include medical, dental, vision, prescription, life and disability insurance, employee assistance program, 403(b) retirement savings plan and various leave and professional development programs. Depending on the insurance option selected by the employee, there may be an employee contribution toward insurance.

Portland Public Schools is a public employer and participates in the Public Employees Retirement System (PERS/OPSRP). Eligible employees are required by statute to contribute 6% of salary on a pre-tax basis to OPSRP/IAP, after serving six months under a PERS employer.

For more information please visit our Benefits site at <http://www.pps.net/Page/1635>