

USD 261 EDUCATIONAL SUPPORT STAFF  
POSITION DESCRIPTION

POSITION TITLE: **ELECTRICIAN**

SUPERVISOR: Director of Operations

PAYMENT RATE: According to Educational Support Staff Salary Schedule

**QUALIFICATIONS:**

1. High school diploma or equivalent. Journeyman Electrician License preferred.
2. Written verification of eight years experience in electrical work. At least four years must be at the assistant level or written verification of three years if assistant level experience in a school/city system maintenance department in the electrical trade.
3. A working knowledge of occupational hazards and safety precautions of the trade.
4. Licensed driver in the state of Kansas.
5. Maintain current TB testing as required by Health Department regulations (after an employment offer is made).

**ESSENTIAL FUNCTIONS:**

1. Plan, troubleshoot, and maintain all district electrical systems and equipment for the purpose of ensuring district electrical systems are working efficiently.
2. Maintain daily maintenance logs and work reports indicating time and materials used for the purpose of accountability.
3. Assume responsibility for all equipment, vehicles, and tools for the purpose of keeping them clean and in good working order for all district staff.
4. Communicate effectively and work cooperatively with school district staff and community members to ensure a positive work environment.
5. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
6. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

1. Manage job requirements with physical mobility to move from place to place (walking, standing, stooping, pushing, pulling, kneeling, crawling, turning, reaching, climbing, balancing, lift up to 60 pounds on a daily basis).
2. Must work in and around dust, fumes and odors.
3. Must work indoors and outdoors year-round in a variety of temperatures.
4. Must work in noisy, crowded environments, with numerous interruptions.

**TERMS OF EMPLOYMENT:**

At will

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**APPROVED:** 07/21/2008