Primary Purpose:

This position oversees the daily operations of the electricians and is responsible for the installation and repair of all electrical applications at Garland ISD. Managed the elevator contract and contractors.

Qualifications:

Education/Certification:
High School Diploma or GED
College degree preferred/appropriate trade school or work experience – may substitute for college degree
Valid Texas driver’s license with good driving record
Master Electrician License required

Experience:
Ten years’ electrical experience
Previous supervisory experience in the electrical field

Special Knowledge/Skills:
Must be able to acquire building permits from the Cities of Garland, Rowlett and Sachse
Good working knowledge of the national Electrical Code and Cities of Garland, Rowlett and Sachse requirements
Good written and oral communication and interpersonal skills
Computer proficiency in Microsoft Word, Excel and Outlook

Major Responsibilities and Duties:

1. Ability to design and interpret plans and specifications for new construction or remodels.
2. Ability to represent the district in a professional supervisory manner.
3. Ability to recommend supplies and electrical equipment for purchases and use throughout the district.
4. Ability to supervise all repair and preventative maintenance work.
5. Ability to manage elevator contract and contractors.
6. Supervise the installation or new and additional electrical work, remodeling, etc.
7. Responsible for the maintenance and repair of motor relays, magnetic starters, transformers, etc.
8. Responsible for the repair, maintenance, altering, or installation of any wiring apparatus.
9. Maintain a detailed and comprehensive knowledge of the electrical systems in the schools and support buildings.
10. Responsible for the installation of electrical circuits for new equipment.
11. Perform similar duties and assignments as required.
12. Responsible for emergency response to critical situations.
Supervisory Responsibilities:

Supervises the activities of the electrical trade personnel.

Mental Demands/Physical Demands/Environmental Factors

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; may use small hand tools and power tools; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

**Motion:** Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.