



Position Title: **Electrician**

Last Updated: August 2024

Reports To: Maintenance Manager

Status: Non-Exempt-Hourly
Permanent Full-time

Schedule: Calendar Year: 40 hours per week
Actual hours assigned per the needs of the Facilities Management Department
Monday through Friday-Some weekend and special event coverage as necessary

Benefits: Full benefit eligibility
Tuition Remission Eligible – No

Summary Description:

Installs and repairs electrical systems and equipment as needed to maintain and improve school facilities. Aids other trades and other departments as needed to meet the needs of the institution

Essential Functions:

- Overall responsibility for the preventative and reactive maintenance of electrical systems and equipment on campus
- Troubleshoots problems and repairs electrical problems on school property as assigned
- Selects materials and prepares layouts for projects
- Physical work not limited to, but to include the following:
 - Cuts or drills openings in walls and floors to accommodate conduit and wire; bends conduit to required angle for neat installation
 - Assembles and installs panels, conduit, wire, fittings, boxes, devices, and equipment as needed
 - Repairs and upgrades existing systems using approved methods and materials
 - Installs and repairs electrical equipment such as light fixtures, exit lighting, emergency lights, kitchen/laundry equipment, boilers, air handlers, fire alarm and carbon monoxide detectors/systems, and other campus equipment and machinery
 - Performs MAC (move-add-change) wiring work for phone and data systems including classroom technology systems
- Completes applications for electrical permits, and follow up with electrical inspector for project sign-off
- Competent and confident in working on systems from low voltage phone/data/building automation/electronic locks/control systems through standard line voltage and up to 480 Volt systems and equipment in buildings from sheds to residential to medium/large institutional
- Formulates and communicates proposals for electrical aspects of potential construction projects that enhance, improve and/or renovate any campus property or area
- Maintains organization and cleanliness of electrical shop and project sites in conjunction with other trades on multi-trade projects
- Maintains organization of school provided tools to ensure their performance integrity
- Performs all work in a neat, safe, energy conscious and professional manner
- Reports all equipment, system and work site safety concerns to Maintenance Manager
- Coordinates work with other tradesmen to minimize conflicts and insure timely completion of assigned tasks
- Assists other tradesman when necessary and work with other departments when assigned by the Maintenance Manager to insure the overall safety and smooth operation of the school
- Respond to off hours maintenance emergencies as required

Additional Responsibilities:

- Participates in campus snow removal when necessary
- Assists with set ups for School functions as deemed necessary
- Required to wear proper uniform, consistent with department's/ school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as needed/assigned by the Director of Facilities Management

Qualifications:

- Five years-experience in a similar capacity preferably with direct knowledge of independent schools
- Minimum of 5 years experience installing and maintaining electrical systems and devices
- Knowledge of low voltage systems a plus
- Massachusetts Journeyman's Electricians License
- Must have a good working knowledge of modern materials, installation methods and tools of the trade
- Must be able to work on ladders, staging, scaffolding, and lifts to a height of 60 feet and work in confined spaces
- Must be able to work intuitively and independently as well as part of the Facilities Management team
- Strong organizational skills for multi-tasking and prioritizing responsibilities as situations arise in fast paced environment
- Demonstrated leadership skills as well as excellent interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students and other constituents of the School.
- Ability to understand verbal and written instructions.
- Ability to read blueprints and perform layout work
- Working knowledge of the occupation hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Knowledge of and ability to effectively use tools of the trade
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Possess a valid driver's license
- Possess a Massachusetts Hoisting License (1C Forklift/Highlift, 2B backhoe/loader a plus)
- 2 Hour Asbestos Awareness training a must (Williston will provide training)
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular consistent attendance and punctuality is required as a condition of employment

Physical Qualifications, the person in this position will:

- Successfully complete post offer employment physical
- Be able to stand/sit for extended periods of time
- Be able to bend/lift (up to 50 lbs.), push, kneel, crouch, crawl, stoop
- Have use of hands and fingers for manipulation and using tools
- Have specific vision abilities required including close vision, distance vision, color vision and depth perception
- Be able to climb step stools and ladders up to a height of 40 feet
- Have the ability to perform physical labor such as moving furniture, equipment, lifting, and carrying items of weight
- Carry materials and equipment
- Be able to perform other duties as needed

Working Environment:

- While performing the duties of this job, the employee regularly is exposed to work near moving mechanical parts
- The employee may be exposed to wet or humid conditions
- The employee may be exposed to outdoor weather conditions
- The employee may be regularly exposed to high noise environments
- The employee may be exposed to dusty environments
- The employee may be exposed to chemicals used in the process of performing routine tasks

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.