



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: ELECTRICIAN

QUALIFICATIONS:

1. Possesses high school diploma or equivalent training/experience.
2. Holds a valid State of New Jersey Driver's License for Board of Education vehicles.
3. Has in-depth knowledge of all aspects of electrical work and code compliance.
4. Experienced in diagnostics, troubleshooting, HVAC wiring, Fire Alarm/PA/Security systems and Hi and Low voltage wiring.
5. Has a minimum of five year's experience in commercial and or educational environment as an electrician.
6. Must have the ability to perform maintenance tasks as needed.
7. Must hold and maintain a valid New Jersey Electrical Contractor's License.
8. Is in good health and able to meet the demands of the position including, but not limited to being able to lift a minimum of 75 pounds.
9. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
10. Such alternatives to the above qualifications as the Board may find appropriate and/or acceptable.

REPORTS TO: Director of Plant, Operations and Maintenance or designee

JOB GOAL: To oversee the maintenance staff, maintain the physical plant, in particular the electrical system, in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE DUTIES

1. Work Performance/Work Traits
 - a. Coordinates the assignment of daily work tasks for maintenance personnel in accordance with the Director of Plant, Operations and Maintenance or designee.
 - b. Maintains a rotating overtime schedule for the maintenance department and certifies overtime records of grounds personnel.
 - c. Performs maintenance department tasks as necessary and as assigned.
 - d. Assists in the development and implementation of a preventative maintenance program on district electrical equipment.
 - e. Makes repairs to all lighting and other electrical components.
 - f. Assists in the supervision of contracted services by outside electrical contractors as needed.
 - g. Recommends equipment and supply purchases for the annual budget and requests the ordering of equipment and materials in accordance with district procedures and budget allocations.
 - h. Develops and maintains an inventory of spare parts for electrical repairs.
 - i. Performs maintenance tasks as coordinated with the Director of Plant, Operations and Maintenance.
 - j. Designs and constructs electrical projects (i.e., wiring of computer facilities, making corridor lighting changes).
 - k. Makes repairs to existing electrical units (i.e., public address/intercom systems, telephone systems, computer network systems, fire alarm systems, temperature control systems, security systems).
 - l. Oversees maintenance and operations of Emergency Generators.
 - m. Conduct written performance evaluations.
2. School and Community Relations
 - a. Cooperates and shares professionally with other members of the staff.
 - b. Keeps the Director of Plant, Operations and Maintenance or designee informed about his/her activities and accomplishments.

3. Professional Improvement

Participates in staff development opportunities to enhance job-related skills and knowledge.

4. Other Assigned Tasks

Performs such other duties and assumes such other tasks as may be assigned by the Director of Plant, Operations and Maintenance or designee.

TERMS OF EMPLOYMENT: Twelve-month year. Salary as established by the Holmdel Township Board of Education.

EVALUATION: Performance will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Non-Certified Personnel.

SOURCE: Regular Board Meeting

DATE: June 14, 1995

REVISED: **August 26, 2009**