# **Leon County Public Schools Classification Specification**

Salary Grade 36

**Summary Information:** 

Classification Title: Assistant Electrician Date Prepared: 04/2003

FLSA Status: Non-Exempt

#### **Typical Decisions and Recommendations Provided to Others:**

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

#### **Activity Identification**

Activity Name			
418	Building Operations - Electrical	Maintain electrical system(s) for one or more facilities.	
415	Minor Building Maintenance	Check boilers and other equipment. Fix lights, electrical devices, glass, etc. Minor construction. Assist central maintenance with large repairs.	
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.	
416A	General Facilities Inspections	Inspect facilities for cleanliness, disrepair, and general housekeeping.	
388	Facilities Assistance	Work with local schools and facilities to solve maintenance, access, traffic, and other facilities-related problems.	
410 A	Disaster/Emergency Services	On call to report to any District school or facility to provide any emergency required services.	
429	Equipment Repair and Maintenance	Activities associated with administering and performing repair and maintenance on machines and other equipment.	
999	Assigned Duties	Other duties as assigned.	

#### **General Classification Specification Factors:**

**Education/Experience:** Vocational training (720 hours) with no related experience required; or

High School diploma or equivalent with one year related experience; and

Appropriate certification/license as required

**Supervisory Responsibility:** None

**Type of Supervision:** N/A

Effective Date: 7/1/2003

### **Skill Identification**

Managerial/Supervisory Skills	Important	Not Important
Developing Multi-year Strategic and/or Operational Plans		X
Developing Annual Budgets		X
Policy Development		X
Controlling Expenses	X	
Coordinating Resources	X	
Decision making	X	
Delegation		X
Individual/group leadership		X
• Interpersonal (working with groups)	X	
Knowledge of Business/organizational systems	X	
Negotiating and/or persuading others to take action	X	
Promoting safety	X	
Supervising, coaching and developing employees		X

Office Skills	Important	Not Important
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Checking grammar/punctuation		X
• Filing		X
Perceiving detail in checking information/forms	X	
Reading comprehension (high school level)	X	
Operating word processing software		X
Operating a computer terminal for data entry		X
Operating automated spreadsheet software		X
Scheduling appointments and/or travel		X
Taking and distributing messages	X	
Taking dictation and meeting minutes		X
General mathematical - adding, subtracting, multiplying, etc.	X	

		Not
Professional and Technical Skills	Important	Important
Accounting/finance		X
Advanced math - algebra, statistics, geometry	X	
Architecture		X
Bookkeeping		X
Computer operations		X
Computer programming		X
Contract interpretation		X
Craft skills (electrical, etc.)	X	
Drawing-figures/drafting		X
Engineering		X
Graphic arts		X
Landscaping	X	
Good Judgment	X	
Work standards	X	

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• Integrity X

## Skill Identification (cont.)

Communication Skills	Important	Not Important
Oral communicationexchanging or expressing ideas by means of the	X	
spoken word		
Presentationstransmitting information in a formal setting		X
Foreign communicationusing a language other than English to		X
communicate in writing or orally		
Written communicationpreparation of manuscripts, speeches, detailed		X
plans, letters, policies, etc.		
Editing written documents for content	X	
Reading comprehension - understanding technical or scientific blueprints	X	
and charts		
Public speaking		X

Physical Demands	Important	Not Important
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Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching	X	
• Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder	X	
• Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms	X	
Color - Match or discriminate colors	X	
• Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling)	X	
• Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips	X	
Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved)	X	
Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound	X	
• Lifting - raising or lowering an object from one level to another (includes upward pulling)	X	
Pulling - exerting force upon an object so that the object moves toward the force (includes jerking)	X	
• Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions)	X	
Reaching - extending the hands and arms in any direction	X	
• Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people	X	
• Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight	X	