

Leon County Public Schools Classification Specification

Salary Grade 28

Summary Information:

Classification Title: Electrician **Date Prepared:** 02/2008, 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

418	Building Operations - Electrical	Maintain electrical system(s) for one or more facilities. Perform preventative maintenance on equipment and building components within area of expertise district wide.
402	Building Security Systems	Design, implement, and evaluate all fire and security alarm systems in district buildings. Plan and implement security lighting systems.
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.
388	Facilities Assistance	Work with local schools and facilities to solve maintenance, access, traffic, and other facilities-related problems.
416	Building Inspections	Inspect facilities for cleanliness, disrepair, and general housekeeping. Inspect work of contractors. Inspect work of central maintenance crew.
410 A	Disaster/Emergency Services	On call to report to any District school or facility to provide any emergency required services.
049	Travel Time	Time spent traveling to meetings, between schools, or for other purposes. Does not include commuting between work and home.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
417	Building Operations Planning	Develop preventive operations plans. Schedule maintenance and cleaning crews, overtime, and building rentals. Prioritize and schedule emergency calls. Perform preventative maintenance on equipment and building components within area of expertise district wide.
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specification Factors:

Education/Experience:	A.A. Degree with three years related experience; or Vocational training (720 hours) with four years related experience; or High School diploma or equivalent with five years related experience; and Appropriate certification/license as required
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.
Effective Date:	02/2008, 04/2003