

MAINTENANCE FOREPERSON (ELECTRICAL)*

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level employee, the incumbent supervises and performs a variety of adjustments, inspections, installations, and repairs to electrical equipment and systems within a school district. Work is performed with considerable independence and is initiated by oral instructions, written work orders, or electronically submitted work orders. The incumbent plans and supervises the work of a general maintenance crew. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assigns and supervises work crew to various electrical and maintenance repair tasks (i.e. electric controls for heating systems, installation of light fixtures and outlets.);

Supervises and plans the wiring and installation of equipment and fixtures, such as electric motors, generators, motor controllers, switches, and transformers;

Supervises and assists in the installation and repair of electrical systems for school district buildings (i.e. communications equipment, fire alarm systems, heating and lighting systems);

Inspects work completed for conformance to local and state electrical codes and given work orders;

Maintains records of work completed;

Prepares written evaluation on subordinates;

Prepares written reports pertaining to work projects;

Assists in preparation of departmental budget;

Requisitions supplies, materials, and equipment needed for repair work;

Responds to emergencies (i.e.: heating problem, etc.);

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, techniques, and terminology in the electrical trades; thorough knowledge of the accident and safety precautions of the trade; ability to perform and interpret work from rough sketches, blueprints or diagrams; ability to supervise the work of others; ability to follow oral and written instructions; ability to coordinate work with the work of other trades; ability to work independently; initiative in planning and completing repair work; physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Master Electrician License issued by the Westchester County Electrical Licensing Board in accordance with Sections 277.702 and 277.707 of Westchester County Law Article XVII and one (1) year of experience that involved the scheduling and assignment of personnel.

SPECIAL NOTE: The appointing authority is responsible for ensuring that the above mentioned license is current and maintained throughout the course of employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J. C.: Competitive
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Job Class Code: S478

*Formerly known as "Maintenance Foreman (Electrical)"