

Hobbs Municipal Schools Job Description

Position: Master Electrician

Group: 7

Supervisor: Director of Maintenance, Maintenance Supervisor or Designee.

General Job Description: To perform electrical work required in the maintenance of grounds at all Hobbs Municipal Schools facilities.

Qualifications:

1. High School Diploma/GED
2. Good driving record, with appropriate license
3. Ten years experience in residential and commercial electricity or five years work experience with the district in the electrical field.
4. License required by board and state.
 - a. NM Electrical Journeyman's License
5. Ability to read blueprints, schematics, wire diagrams, etc
6. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Project an overall concern for personal appearance as it relates to job performance.
6. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
7. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
8. Work in a safe manner with personal safety and the safety of others as the number one priority.
9. Comply with all school board policies, and regulations.
10. Help organize, plan and supervise electrical needs of district
11. Demonstrate knowledge of lighting fixtures, wiring, relays, switches, motors, pumps, electrical devices and appliances, etc.
12. Coordinate with HVAC and other departments
13. Help plan budget for department
14. Help plan priorities, materials and supplies, equipment, etc., for projects
15. Inspect work of outside contractors and services
16. Help plan and maintain inventory
17. Report any unsafe conditions to supervisor
18. Maintain safe environment at schools
19. Help estimate project costs
20. Supervise safely those assigned to assist
21. Perform any other duties as assigned by Director of Maintenance, Maintenance Supervisor or Designee.

Additional Duties and Responsibilities:

1. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
2. Maintain assigned uniforms, equipment, tools, and shop area in operable, safe and attractive status.
3. Account for supplies, materials, and equipment as required.
4. Complete records and reports as required in a timely manner.
5. Maintain facilities security.

Work Environment:

The work environment varies greatly in the place of work from solitary work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, and shop settings, to working outside in very cold wet temperatures. Some work in wet and unsanitary conditions. Overtime will be assigned on an as needed basis to take care of emergency situations. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and

patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

1. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum of (70) pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (70 pounds) maximum occasionally.
2. Work overhead, work in tight areas, work off of ladder, work off of scaffolds, work at floor level (on knees).
3. Hand/eye coordination, normal range of sight.
4. Any lifting that would require more that 50 pound of dead weight should be done by at least two people if at all possible.
5. Pulling of heavy wire through piping.
6. Work safely from ladders.
7. Work in lift equipment up to 50' above ground level.

Safety and Health Requirements:

1. Blood borne Pathogens Standard Training
2. Must be able to distinguish colors.
3. Wear protective devices such as back supports, eye wear, steel toed shoes, etc., as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
5. Good physical condition
6. Completion of all required training
7. Must be able to identify live circuits and know how to disable them before any work is accomplished.
8. Knowledge of universal hygiene precautions.

Equipment/Material handled:

Hand tools, equipment, chemicals, and material particular to t his trade skill. Work vehicle, material handling equipment, ladders, work platforms, sewer machines, backhoe, trenchers, and tractors.

Terms of Employment:

Salary and work year to be established by the Board.