
TITLE: TRADESMAN – ELECTRICAL

QUALIFICATIONS:

1. High School Diploma or Equivalent
2. Be clean and neat in appearance
3. Ability to read blueprints
4. Possess a valid New Jersey Driver's License
5. Possess a New Jersey Licensed Electrical Certificate or demonstrated practical experience
6. Demonstrate a proficiency in all phases of commercial electrical wiring and possess a general working knowledge of all other maintenance departments to be able to assist in times of need.
7. Ability to operate all required power tools and or equipment and work in high locations, interior and exterior
8. Ability to meet Essential Job Task requirements.
9. Possess basic computer knowledge with ability to work on computer programs for entering WOID information and status updates on computer
10. Ability to estimate job costs and labor
11. Ability to read electrical schematic drawings and wire commercial lighting, power systems and equipment
12. Possess the ability to work independently
13. Demonstrate a working knowledge of how to wire equipment with the following voltage: 110, 220, 277, and 480
14. Require criminal history background check and proof of U.S. citizenship or legal resident alien status is required

REPORTS TO: Maintenance Foreman, District Engineer, Superintendent and or his/her designee

JOB GOAL: To provide a safe educational environment in compliance with district, state, and federal regulations

PERFORMANCE RESPONSIBILITIES:

1. Must be employed on a twelve (12) month basis with work day schedule as jointly determined by Maintenance Foreman and Superintendent and or his/her designee.
2. Shall perform in accordance with the negotiated agreement between the Board of Education and the Teamsters Local No. 97.
3. Shall perform all duties in the most efficient manner possible and cooperate with any/all facilities supervisors and co-workers in the interest of the school system.

TRADESMAN - ELECTRICAL (Continued)

4. Shall wear uniform and identification badge provided by the Board of Education.
5. Shall perform duties assigned by Maintenance Foreman, District Engineer, Superintendent and or his/her designee, such as, but not limited to:
 - a. Change lighting ballast transformers
 - b. Pull all gauges of wire through pipe and walls
 - c. Install conduit and wire mold
 - d. Install light reflectors in fixtures
 - e. Remove and replace complete lighting fixtures
 - f. Wire low voltage circuits
 - g. Set and wire transformers of various sizes
 - h. Install new electrical services including breaker panels, lights, and switches
 - i. Rebuild all types of light fixtures
 - j. Demonstrate the ability to split electrical circuits
6. Perform any other tasks assigned by Superintendent and or his/her designee including work with departments within the Maintenance Department.
7. Perform any other tasks assigned by the Superintendent and or his/her designee, Assistant Superintendent of Schools, Business Administrator or their designee, where circumstances prevent assignment through the chain of command described herein.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Adopted by: Toms River Regional Schools

Date:

Revision: February 21, 2018