

ELECTRICIAN – FACILITIES DEPARTMENT

Position Purpose

Under the general direction of the Combined Facilities Director and the Sudbury Public Schools Maintenance Director, responsible for the installation, maintenance and repair of electrical systems and equipment in all Town and school buildings and property.

Supervision

Scope and Judgment: Performs varied and responsible functions requiring a thorough knowledge of departmental procedures and operations and the exercise of judgment to ensure safety and operational efficiency.

Supervision Received: Works under general direction, following departmental and industry-standard guidelines, regulations and policies, requiring the ability to plan and perform operations and to complete assigned tasks according to prescribed safety standards and time schedules. Must exercise initiative in anticipating future facility needs and potential health, safety and maintenance issues.

Supervision Given: May provide functional guidance or supervision to other tradesmen as necessary to support physical plant operations.

Work Environment

Work is performed both inside and outside, sometimes in extremes of heat and cold temperatures and inclement weather. May be exposed to a moderately noisy or loud environment, and may be subject to hazards such as those associated with working near heavy equipment, mechanical and electrical systems or confined spaces. Some work may be on ladders, scaffolding or aerial lifts.

Errors could result in delay or loss of service, concerns for safety of persons or property and possible legal and/or financial ramifications.

Essential Functions

Performs a wide variety of electrical installations and repairs, alterations and testing to properly maintain all electrical systems equipment in all Town and school facilities, including alarms, communications, clocks, heating controls, air conditioning, ventilation, refrigeration, lighting, emergency power, transformers and all others as assigned.

Installs and maintains all fluorescent lights, changes ballasts, maintains all emergency lighting units, generators, battery consoles, relays, speaker systems and oversees life-safety and fire alarm equipment.

Troubleshoots electrical systems and performs preventive maintenance and corrective action in a timely manner.

Ensures compliance with all applicable safety rules, regulations and requirements, health and building codes, and utility regulations.

Assists in the development, update and implementation of the facilities inspection and preventive maintenance plan. Conducts regular preventive maintenance to ensure maximum efficiency and functioning of all electrical and related systems.

Maintains accurate records of all work performed, including materials and supplies used; takes regular inventory and keeps supervisor(s) informed of all current material and supply needs as well as anticipated future needs.

Reviews technical literature to remain updated on new developments, codes and techniques in the field.

Responds as necessary to emergency situations, including weekends and off-hours. Required to be "on-call" one weekend per month.

Works effectively from plans, oral instructions, sketches, blueprints and other documents to complete assignments properly.

Assists the Combined Facilities Director and the Sudbury Public Schools Maintenance Director, with reviews of construction documents for both new construction and renovation projects.

Evaluates facilities systems for energy management and recommends steps for enhanced energy efficiency.

Maintains a clean and orderly work area. Thoroughly cleans work area, tools and equipment as necessary.

Performs similar duties as required, assigned or as the situation dictates.

Recommended Minimum Qualifications

Education, Training and Experience

High School diploma or equivalent. Valid Massachusetts driver's license. Current Master or Journeyman Electrician License issued by the Massachusetts Board of Registration. Minimum of seven (7) years in the electrical trade, preferably including experience in the operation, maintenance and repair of low and high voltage electrical equipment and auxiliary generators. Thorough knowledge of codes, including the Code of Massachusetts Regulations (C.M.R.) pertaining to installation and maintenance of electrical systems and equipment.

Knowledge, Ability and Skill

Knowledge: Thorough knowledge of C.M.R.'s relating to electrical systems and knowledge of the State Building Code, current edition. Knowledge of installation, maintenance and repair of high voltage electrical systems and equipment. Expertise with electrical testing equipment.

Ability: Ability to work independently with minimal supervision and to exercise sound judgment. Ability to work effectively and at a high level of performance in a busy and noisy environment under adverse conditions. Ability to successfully meet the physical requirements of the position.

Ability to understand and follow instructions, to pay careful attention to detail and to maintain and manage accurate records. Ability to make swift and responsible decisions in emergency or hazardous situations.

Skill: Excellent interpersonal, oral and written communication skills. Demonstrated skill with hand and power tools and equipment.

Physical Requirements

Frequent periods of strenuous physical activity requiring the ability to stand for long periods of time, to sit, walk, climb, bend, crawl, kneel, reach and squat. Ability to lift, carry and position equipment, supplies and other objects weighing up to 75 pounds. Must use fingers, hands and arms in order to safely operate equipment, tools or controls to perform required tasks. Must be able to hear normal in the normal range, communicate effectively through speech, and have good close and medium distance vision either normally or corrected.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)