

COWETA PUBLIC SCHOOLS  
JOB DESCRIPTION

8/23/17

**JOB TITLE:** ELECTRICIAN

**QUALIFICATIONS:** Oklahoma Commercial Electrical Journeyman's Card. Experience in working on assignment with minimum supervision; valid OK Driver's license; able to walk, bend, stoop, climb stairs/ladders, lift up to 80 pounds & not fearful of heights. The Board of Education and the Superintendent may approve appropriate acceptable alternatives to the listed qualifications.

**CONTRACT:** Twelve Months

**WORKING HOURS:** 40 Hours per week; some overtime required occasionally as needed;

**REPORTS TO:** Director of Maintenance

**EVALUATED BY:** Director of Maintenance

**ESSENTIAL JOB FUNCTIONS:**

1. Assumes primary responsibility for maintaining proper condition of lighting fixtures, electrical apparatus, fixtures, wiring, intercom and clock systems and similar electric elements in all district-owned facilities.
2. Performs electrical work in the District as directed and required for safe and effective operation.
3. Contributes to updates of plans for electrical needs throughout the District.
4. Reports electrical hazards and repair needs to supervisor.
5. Responds to and tracks all work orders/repair requests submitted.
6. Performs other related duties as assigned by the Director of Maintenance.
7. Performs other tasks related to maintenance as directed by supervisor.
8. Comfortable to work up high & out of aerial lifts to perform job tasks.

\_\_\_\_\_  
(employee signature) (date signed)

\_\_\_\_\_  
(supervisor signature)

\_\_\_\_\_  
(date signed)