

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

MAINTENANCE TRADES III (ELECTRICIAN)

POSITION: Maintenance Trades III (Electrician)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

**NATURE OF WORK:**

This is a skilled trades person, it is expected the candidate will have 5 years minimum experience, a combination of new construction, maintenance, and repair of light commercial buildings as an electrician. Work is to be performed under the general supervision of the foreman.

**ESSENTIAL FUNCTIONS:**

- Performs work in the maintenance, repair, modifications of buildings/schools electrical components and systems;
- Report concerns and safety issues to assigned foreman; and
- Responds to emergency duty assignments when required.

**DUTIES AND RESPONSIBILITIES:**

- Determine and locate electrical malfunctions using test equipment such as amprobe, voltmeter, multimeter, and insulation resistance tester, ohmmeter on both AC and DC current including low and high voltage;
- Perform routine preventive maintenance, repair, replacement, renovations of electrical equipment and components;
- Apply National Fire Protection Code (including NEC) requirements to all repairs and modifications;
- Perform repairs including replacing fuses, light bulbs, switches, receptacles, electric thermostats, floor plugs, lighting fixtures, electric heat units, clocks, kiln components, etc.;
- Cut and strip conductors, mount electrical boxes, make electrical connections, install Greenfield and BX conductors, GFI's, etc.;
- Install EMT conduit, wire-mold, BX conductors, and other raceway materials;
- Modify and repair electrical branch circuits in multiple voltages and phases;
- Complete renovation or installation for lighting, low voltage, based on drawings or technical specifications;
- Troubleshoot and repair problems in various systems such as receptacles, switches, ballasts, and light fixtures;
- Read, understand, and interpret blueprints, technical specifications for distribution, lighting and low voltage systems;
- Understand and is familiar with NFPA code as they apply to electricity and safety; and
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Graduation from high school or GED;
- Ability to follow oral and written instructions;
- Minimum of 5 years of experience in the electrical trades;
- Basic knowledge of the electrical systems;
- Ability to utilize trade mathematics and interpret standard technical drawings and specifications;

- Possess and maintain a valid driver's license with no more than the equivalent of four (4) points in the State of Maryland;
- Requires the exercise of independent judgment in the accomplishment of repair/replacement/renovation and preventive maintenance of electrical items. Must follow strict adherence to standard work procedures including all applicable codes;
- Requires considerable physical effort at frequent intervals while loading and unloading heavy tools, equipment and supplies. Requires manual dexterity and periods of close concentration to effect repairs and adjustments;
- Requires more than routine care in the installation, adjustment and repair of equipment since faulty workmanship could result in malfunctions that could be disruptive to school activities;
- Ability to lift 75 pounds at regular intervals; and
- Possession of Maryland Journeyman's Electrician License (preferred).

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight hour employees – Range 12.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP