

**PLEASANTVILLE PUBLIC SCHOOLS  
PLEASANTVILLE, NEW JERSEY  
JOB DESCRIPTION**

**Business/ Operations**

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**TITLE: Electrician Technician**

**QUALIFICATIONS:**

1. Valid New Jersey driver's license.
2. Active New Jersey state-issued electrician license or is a registered journeyman electrician.
3. High school diploma or G.E.D. Certificate.
4. Three (3) years of experience in working involving the installation, inspection, repair, servicing, and maintenance of electrical equipment, appliances, machinery and circuits.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, using proper grammar and vocabulary.
8. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3- 4A-4.
9. Knowledge of facility operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Strong communication and interpersonal skills
11. Have excellent integrity and demonstrate good moral character and initiative.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** Coordinator of Facility Department Daily Operations and/or Designee

**JOB GOAL:** The electrician under direction does varied types of work involved in the installation, inspection, repair, servicing, and maintenance of electrical equipment, appliances, machinery, and circuits and does related work as required.

**PERFORMANCE RESPONSIBILITIES:**

1. Inspect electrical wiring, fixtures, appliances, motors, generators, pumps, power circuits, and controllers of machines and elevators, ascertain the nature of needed repairs and/or replacement; does repairs and installation work as necessary;
2. Install, maintain, inspect, repair, and service high and low tension power and light feeders, generating and control equipment, relays, transformers, motors, pumps, switches, outlets, signal systems, and other electrical wiring, cables, fixtures, and appliances of varied types;
3. Uses various types of test equipment such as ammeters, voltmeters, and ohmmeters;
4. Make emergency electrical repairs, trouble shoots malfunctions and breakdowns inspect work in progress and completed work for defects, fire hazards or other unsafe conditions;
5. Familiar with the use of various types of conduits and fittings, cables, insulators, and other equipment;
6. Work from electric schematics, plans, and specifications in accordance with established procedures;
7. Requisition, store, safeguard and properly use electrical equipment, materials and supplies;
8. Keep records of equipment used work done and time spent;
9. Read and interpret plans specifications, and diagrams;

## ELECTRICIAN TECHNICIAN

10. Analyze problems involving electrical installation, inspection, maintenance, and repair work, and develop effective work methods;
11. Remember and carry out oral and written directions;
12. Demonstrate positive attitudes, appropriate attire and grooming and an effective work ethic;
13. Use computers and/or electronic equipment to fulfill job functions;
14. Protect confidentiality of records and information about staff and use discretion when sharing any such information with legal confines;
15. Participate in appropriate in-service and workshop programs and attend any required meetings;
16. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school;
17. Adhere to New Jersey School Law, State Board of Education rules and regulations, state and local health agency requirements, Board of Education policies and regulations, school regulations and procedures as well as contractual obligations;
18. Ability to frequently lift up to fifty (50) pounds alone and one hundred (100) pounds with assistance;
19. Occasionally work from ladders or scaffolding at heights over ten (10) feet;
20. Exposure to a variety of weather conditions;
21. Exposure to a variety of chemical substances used for cleaning instruction, and/or operation of equipment;
22. Perform such additional duties and activities the Superintendent may find appropriate and acceptable.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Frequently lift up to fifty (50) pounds alone and one hundred (100) pounds with assistance.
2. Occasionally work from ladders or scaffolding at heights over ten (10) feet.
3. Frequently work from ladders of heights below ten (10) feet.
4. Sit, stand and walk for required periods of time.
5. Speak and hear.
6. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
7. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
8. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times

### Other

1. May be required to wear a standard uniform selected by the district for security purposes.
2. Performs related duties as assigned.

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**TERMS OF EMPLOYMENT:** 12 month employee, salary and work year as set by the Board of Education

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Pleasantville Board of Education

Date: January 19, 2021

Revised:

### **LEGAL REFERENCES:**

<u>N.J.S.A. 13:1E-99.11</u>	Mandatory statewide source separation and recycling of through 99.39 solid waste.
<u>N.J.S.A. 13:1F-19</u>	School Integrated Pest Management Act
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-41</u>	Rules and regulations governing janitorial employees
<u>N.J.S.A. 18A:36-3</u>	Display of flag
<u>N.J.S.A. 18A:41-1</u>	Fire drills
<u>N.J.S.A. 18A:41-2</u>	Fire and smoke doors closed
<u>N.J.S.A. 34:5A-1 et seq.</u>	N.J. Worker and Community Right to Know Act
<u>N.J.S.A. 34:7-1</u>	License necessary
<u>N.J.A.C. 5:11-8.5</u>	Licensing of operating engineers and boiler operators
<u>N.J.A.C. 6A:26</u>	Educational
facilities See particularly:	
<u>N.J.A.C. 6A:26-12</u>	Operations and maintenance of facilities
<u>N.J.A.C. 6A:26A</u>	Comprehensive maintenance plans
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 7:26A-1.1 et seq.</u>	Source separation and recycling of solid waste
<u>N.J.A.C. 12:100-4.2</u>	

Adoption by reference

Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.