

FLINT COMMUNITY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER

**Posting Dates: October 15-28, 2009**

**TITLE: Electrician IV (Two Positions)**

An on line application, which can be accessed from our website, is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. These documents must be scanned and uploaded through the online application process. The letters cannot be older than 18 months.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

**SPECIAL NOTICE:**

Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.

**PRIMARY PURPOSE:**

Provide a stable power supply, well lighted, electrical safe environment for the staff and Students through the district.

**TERMS OF EMPLOYMENT: 260 days/year; 40 hours/week; Maintenance and Operations; 1<sup>st</sup> Shift (7:00 a.m. – 3:30 p.m.); \$20.10 per hour.**

Department: Maintenance and Operations

**QUALIFICATIONS:**

Education: High school diploma or GED Certificate.

Other Requirements:

Must have a valid motor vehicle operator's license and demonstrate the ability to operate said vehicle safely.

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance, including digital fingerprinting; 3) reference check; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REPORTS TO: POM Manager**

**TITLE: Electrician IV**

**MENTAL DEMANDS:**

Concentration (detailed work), communication (verbal/written), reasoning skills, understanding verbal instructions, analyzing, reading, coordinating, emotional control, and working alone and/or with others.

**PHYSICAL DEMANDS:**

Heavy work. Lifting (heavy, 45 pounds or over), carrying (heavy, 45 pounds or over), stooping, walking, climbing (stairs, ladders, scaffold, ramps), balancing, crouching, kneeling, pulling, crawling, pushing, reaching, repetitive hand motions, hearing, speech, visual acuity, distinguishing colors, working on roofs.

**ENVIRONMENTAL FACTORS:**

Outside – temperature extremes, noise, vibration, slippery surfaces, sunlight, works around moving objects, kneeling, chemical exposure (asbestos, fumes, vapors, gases, dust, smoke, etc.).  
Inside – humidity extremes, low and intense illumination, uneven surfaces, works around machinery with moving parts, works alone and/or with others, prolonged or irregular hours, biological exposure (insects, mold, fungi, bacteria, animals, plants, etc.).

**ESSENTIAL FUNCTIONS:**

**Electrician I**

1. Assists Journeyman and Electrician III or IV in all phases of their work duties.
2. Fills out weekly time sheets and daily time reporting forms.
3. Adheres to the M & O Master Contract rules and regulations.
4. Maintains a clean and safe working environment.
5. Works from ladders, scaffolds, swing stages, boom truck, personal lifts, and roofs.
6. Learns the proper use of tools and equipment needed for the job.
7. Repairs minor (basic) electrical tasks.
8. Assists in the preventive maintenance on equipment, which he is operating.
9. Management will direct the daily job assignments.
10. Follows direction regarding daily job assignments.

**Electrician II**

Performs the responsibilities of Electrician I, with the additional responsibilities as follows:

**TITLE: Electrician IV**

**ESSENTIAL FUNCTIONS (Continued):**

**Electrician II (Continued)**

1. Learns the purchasing procedures and how to order supplies.
2. Learns vendor/supplier names and locations needed to perform the job tasks.
3. Learns inventory procedure.
4. Learns how to and cuts conduit and associated materials.
5. Learns wiring color coding, wire pulling, wiring diagrams, and blueprint reading.
6. Helps with the repair of and troubleshooting of master clock systems, bell systems, fire detection and alarm systems, dedicated circuits, and motor control systems.

**Electrician III**

Performs the responsibilities of Electrician I & II, with additional responsibilities as follows:

1. Estimates material quantities and costs for individual jobs.
2. Works with vendors and suppliers in the procurement of materials, supplies, and equipment.
3. Reads and understands wiring diagrams, color coding, blueprints, and can explain and/or teach another individual.
4. Learns and assists in the repairs and troubleshooting of fire alarm panels and systems.
5. Understands and repairs single and three phase wiring and systems.
6. Works on, repairs/replaces equipment up to and including 480 volt motors and panels.

**Electrician IV**

Performs the responsibilities of Electrician I, II & III, with additional responsibilities as follows:

1. Services all electrical vaults and switchgear throughout the district.
2. Oversees the estimating, purchasing, and inventory of the department.
3. Understands and repairs all wiring diagrams for mechanical equipment, fire alarm systems, controls, and energy management systems.
4. Must pass the state electrical examination and obtain an Electrician's Journeyman's license.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties and responsibilities may be assigned outside of classification, as required by the supervisor, in accord with district needs.

**TITLE: Electrician IV**

**EVALUATION:**

Performance of this position will be evaluated annually in accordance with provisions of the Maintenance and Operations, Food Service, and DTM Attendant Master Contract.

chf-human resources  
04/04/08, 10/13/09

**Statement of Assurance of Compliance with Federal Laws**

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the: Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St., Flint, Michigan 48503-1974 • (810) 760-1124.

**Translation services are available upon request, please call 760-6770**

**خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 6770**

**Ponemos a sus órdenes el servicio de traducción. Las personas interesadas, favor de llamarnos al 760-6770**

**設有翻譯服務, 祇要提出要求, 請電760-6770.**