



# **Valparaiso Community School Corporation**

## **Electrician Craftsman POSITION AVAILABLE**

### **Purpose:**

Perform difficult skilled work in the maintenance and repair of a variety of electrical equipment in school buildings and facilities.

**Responsible to:** Director of Buildings & Grounds

### **Employment Terms:**

1. Work year of twelve months.
2. Hourly, benefits, leave time, and conditions specified in the Classified Handbook.

### **Qualifications:**

1. High School Diploma or GED required
2. Associate or Technical degree preferred
3. Electrician's License based on Indiana State Requirements
4. Possession of a valid driver's license
5. Desire to continue career improvement.

### **Essential Functions:**

- Install, maintain and repair electrical systems; maintain records and files.
- Inspect, troubleshoot, assemble, install, connect, repair, adjust and test a wide variety of electrical systems.
- Repair electrical services and switch panels.
- Install underground cables and overhead wiring.
- Install and maintain lighting systems such as fluorescent and general light fixtures.
- Maintain and repair fire alarm systems.
- Repair and maintain kitchen appliances.
- Install and wire control devices on heating systems such as boilers, fan coil units, and baseboard electric heat.
- Replace and maintain electric motors.
- Install wiring in buildings, which include piping, switches, receptacles and lights.
- Install and maintain remote control devices for magnetic motor connections and relays.
- Test, repair and calibrate electrical equipment, meters, relays, etc.
- Inspects building, writes and assigns work orders as needed; reviews work orders and work performed.
- Replace and repair switches and receptacles.
- Wires buildings and makes additions to existing wiring.
- Comply with all district policies, rules and regulations.
- Comply with all city, township, county, state, and federal regulations and codes.
- Remove snow and ice by shoveling, plowing, and/or salting walks, driveways, parking areas, and steps.
- Other duties assigned by the maintenance coordinator/director.

**Knowledge, Skill and Abilities:**

Considerable knowledge of the methods, practices, tools, and materials used in electrical installation, maintenance and repair work.

Skill in the use and care of tools and equipment necessary to electrical work.

Ability to locate and correct defects in electrical systems and equipment.

Ability to understand and work from blueprints, schematics, sketches or pencil drawings.

Ability to follow oral or written instructions.

Ability to provide leadership to employees in this class.

**Physical Requirements/Environmental Conditions:**

- a. Must be able to work with precision and control where damage could be considerable.
- b. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- c. Requires stooping, kneeling, crawling, bending, turning, reaching, climbing, and balancing.
- d. Requires the ability to climb ladders and work in confined spaces above and below ground.
- e. Requires the use of protective equipment and clothing, as needed.
- f. Physical agility to lift 50 pounds.
- g. Must be able to work in various environments including indoors and outdoors year round.
- h. Requires regular attendance and physical presence at the job.
- i. Occasional exposure to a variety of weather conditions.

**Please apply on-line through our website [www.valpo.k12.in.us](http://www.valpo.k12.in.us), click on Human Resources, then Employment Opportunities, then click on Applitrack link and follow the directions.**