Job Description

Job Title: Electrician Crew Leader  
Supervisor: Electrician Supervisor

Position Code: 5N69, EN69  
Pay Grade: 28

Job Classification: Non-Exempt  
Contract Length: 245 Days

Job Summary
Position is responsible for overseeing repairs and installation of electrical equipment, motors, transformers and air conditioners; installs and repairs fluorescent, industrial and general lighting fixtures and connections.

Essential Duties
1. Supervises repairs of electrical equipment, motors, motor consoles, transformers and air conditioners; installs and repairs fluorescent, industrial and general lighting fixtures and connections.
2. Plans, inspects and takes the lead in the work of one or more electricians.
3. Troubleshoots and repairs circuits and power outages.
4. Inspects building, writes and assigns work orders as needed; reviews work orders and work performed. Interfaces with CMMS.
5. Wires buildings and makes additions to existing wiring.
6. Installs and/or maintains remote control devices for magnetic motor connections.
8. Models nondiscriminatory practices in all activities.

Other Duties
1. Performs any other related duties as assigned by the Foreman, Electrical Department or appropriate administrator.

Job Specifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)
Completion of a standard high school or GED. Considerable experience at the level of Electrician I. and II. Must possess a valid Master Level Electrician’s License. Knowledge of the standard practices, tools, and terminology of the electrical trade. Good knowledge of elementary electrical theory; ability to make repairs to complicated electrical wiring, fixtures and equipment. Demonstrates ability to climb ladders and work in confined spaces above and below ground.
**Working Conditions and Physical Requirements**
Demonstrates ability to climb ladders and work in confined spaces above and below ground. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop/building environment. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** Electrician I & II
**Supervision Received:** Foreman, Electrical Department

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Electrician III will be required to follow any other instructions and to perform any other related duties as assigned by the Foreman, Electrical Department or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor ___________________________   Date

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I acknowledge that I have received and read this job description.

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Employee Name (Print) ___________________________   Signature ___________________________   Date

Revised 6/10 (BB)