



Flour Bluff Independent School District Job Description

JOB TITLE: Maintenance Electrician

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Maintenance Supervisor

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Perform general maintenance and repair of building structures and their mechanical, electrical, and sanitary systems throughout the district. Assist with maintenance of grounds.

QUALIFICATIONS:

Education/Certification:

- Minimal Maintenance Electrician license required.
- Must be able to obtain a Valid Texas Commercial Driver's License (Class B) with passenger and school bus endorsements with assistance from school district within 90 days.

Special Knowledge/Skills:

- Ability to follow verbal and written instructions.
- Knowledge of basic construction and routine maintenance and repair procedures.
- Ability to communicate effectively (verbally).
- Ability to operate hand and power tools.
- Ability to work independently.
- Knowledge of electrical circuits, wiring, and operating principals of motors

Experience:

- One year experience in general building maintenance

MAJOR RESPONSIBILITIES AND DUTIES:**Maintenance and Repair:**

1. Assist skilled workers with repair and maintenance of district facilities, including repairing and replacing electrical switches, fixtures, and motors, painting.
2. Inspect building exterior and interior, playground equipment, and grounds; perform maintenance and minor repairs.
3. Complete repairs as requested on work orders or by maintenance foreman.
4. Assist with general maintenance of Fire Alarm System

Safety:

1. Operate light truck to transport equipment through the district.
2. Operate equipment and use tools following established safety procedures.
3. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
4. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
5. Maintain tools and equipment and perform preventive maintenance as required.

Other:

1. Maintain good working communications with co-workers and other staff members.
2. Maintain good attitude in difficult situations.
3. Help maintain cohesiveness among employees.
4. Perform duties in a timely and organized manner.
5. Project a professional image through demeanor and dress.
6. Comply with Maintenance/Transportation Department policies and procedures.
7. Comply with policies and procedures as outlined in employee handbook and addendum.
8. Maintain regular and reliable attendance.
9. Adhere to proper channels when communicating ideas, problems, etc.
10. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:**Tools/Equipment Used:**

Standard office equipment including computer and peripherals; forklift or hydraulic lifting equipment; hand truck, dolly, and pallet jack; small hand tools; light truck or van.

Posture:

Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting.

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing ladders and scaffolding; grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving.

Lifting:

Heavy lifting and carrying (45 pounds and over) daily.

Environment:

Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, and vibration; work around moving objects or vehicles; may work alone; occasional prolonged or irregular hours.

Mental Demands:

Maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.