



Flour Bluff Independent School District Job Description

JOB TITLE: Master Electrician

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Maintenance Supervisor

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Under general supervision, maintain, repair, and install electrical systems, services, and equipment for the district. Maintain and provide for the safe condition and operation of all electrical fixtures and systems in district facilities.

QUALIFICATIONS:

Education/Certification:

- Valid Master electrician license

Special Knowledge/Skills:

- Knowledge of electrical circuits and wiring and operating principles of motors.
- Knowledge of local electrical codes.
- Ability to read blueprints, schematics, and written reference material.
- Ability to follow written and verbal instructions.
- Ability to perform mathematical calculations.
- Ability to diagnose and resolve problems.
- Ability to use hand and power tools.

Experience:

- Five years' experience in electrical field.

MAJOR RESPONSIBILITIES AND DUTIES:

Maintenance and Repair:

1. Install and repair wiring, electrical fixtures, power equipment, and components of machinery and equipment following electrical code, manuals, specifications, schematics, and blueprints.
2. Install and repair control and distribution apparatus, including motors, relays, switches, thermostats, circuit-breaker panels, etc.
3. Diagnose and resolve problems in electrical circuits, systems, and equipment using testing instruments and equipment.
4. Test continuity of circuits to ensure compatibility and safety of components using testing instruments.
5. Repair or recommend replacement of electrical appliances, including commercial ovens, ranges, steam tables, washers, dryers, etc.
6. Receive and complete work orders.
7. Select material and hardware and make time and materials estimates.
8. Maintain accurate records on material and labor used.
9. Maintain inventory of district-owned tools, equipment, and materials.
10. Inspect jobs upon completion and ensure areas are clean.
11. Work with building principals and supervisors to complete projects.
12. Detect needed repairs on buildings, grounds, and equipment following established inspection procedures.
13. Respond to emergency calls as needed.

Safety:

14. Perform preventive maintenance on tools and equipment.
15. Operate tools and equipment according to established safety procedures.
16. Ensure that equipment is in safe operating condition.
17. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
18. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other:

19. Maintain good working communications with co-workers and other staff members.
20. Maintain good attitude in difficult situations.
21. Help maintain cohesiveness among employees.
22. Perform duties in a timely and organized manner.
23. Project a professional image through demeanor and dress.

24. Comply with Maintenance/Transportation Department policies and procedures.
25. Comply with policies and procedures as outlined in employee handbook and addendum.
26. Maintain regular and reliable attendance.
27. Adhere to proper channels when communicating ideas, problems, etc.
28. 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.