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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry St
Gary, IN 46406

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Paige McNulty, Emergency Manager

POSITION: Electrician Foreman

SALARY: To Be Determined

REPORTS TO: Director of Buildings, Grounds, and Maintenance

PURPOSE STATEMENT

Maintain Gary Community School Corporation Facilities. Supervises and coordinates activities of electrician(s) in construction, maintenance and repair of electric power, lighting, fire systems and communication systems of buildings, time estimates, Preventive Maintenance and proper procedures in the workplace.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Performs all duties of Journeyman Electrician.
- Plans, schedules, assigns, evaluates and follows up on work for in-house electricians.
- Plans, schedules, assigns, evaluates and follows up on work for temporary staff (Electricians) and/or outside electrical contractors.
- Inspects and prepares evaluation reports on electrical work performed by outside contractors used for maintenance and construction projects.
- Prepares specifications for materials used by electricians.
- Prepares request for electrical materials and supplies, orders necessary materials and supplies to perform electrical tasks.
- Schedules staff to assignments with the necessary materials and supplies.
- Prepares cost estimates for electrical work as requested by the Director or Operations.
- Plans wiring and installation of equipment and fixtures such as motors, lighting switches, outlets circuit breakers, fuse boxes, fire alarm systems, bells, clocks and intercoms, air conditioning units and other fixed equipment.
- Evaluates work orders, develops a plan of action, reviews complete work orders and turns in completed work orders within one day of completion of work.
- Inspects wiring and fixtures for conformance to specifications or local electrical codes.

- Studies production schedules and estimates worker labor requirements for completion of job assignment.
- Interprets policies to workers and enforces safety regulations.
- Interprets specifications, blueprints and work orders to workers and assigns duties.
- Establishes or adjusts work procedures to meet production schedules.
- Recommends measures to improve production methods, equipment performance and quality of service.
- Suggests changes in working conditions and use of equipment to increase efficiency of shop, department or work crew.
- Analyzes and resolves work problems or assists workers in solving work problems.
- Initiates or suggests plans to motivate workers to achieve work goals.
- Confers with other supervisors and coordinates activities of individual departments.
- Works irregular scheduled hours as needed to cover supervision of Electricians on afternoon shift.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.
- Monitors utility rate selection in consultation with local utility and potential contracted vendor.
- Monitor energy consumption fluctuations month-by-month and investigate causes for increases
- Analyze/recommend energy conservation measures
- Install or supervise installation of energy saving devices using energy incentive dollars (lighting fixtures, occupancy sensors, energy saving lamps, variable speed motors, etc.)
- Program Building Automation Systems (BAS) and train custodians on use of system and override capability for specific events
- Coordinate integration with other sub-systems

Install communication software and devices in cooperation with Technology Department including:

- Installation and maintenance of software systems
- Installation, removal of phone/data lines as requested by IT Department
- Adding, deleting wireless communication systems
- Collaboratively review communications billings with IT Department personnel

COLLABORATION WITH IN-HOUSE CRAFTS AND CONTRACTED VENDORS FOR:

- Fire alarm reliability
- Security system reliability
- Elevator services
- HVAC/Boiler systems

SUPERVISORY RESPONSIBILITIES

Electricians.

QUALIFICATIONS

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as Federal, State, and Local safety codes and rules, operating and maintenance instructions, and procedure manuals. Ability to effectively communicate with other trades and co-workers, write routine reports and correspondence. Ability to speak effectively before small groups of employees in the organization.

MATHEMATICAL/ESTIMATING SKILLS:

- Ability to read and evaluate blueprints and to accurately estimate costs of labor and materials, calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry to required work within the department.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Knowledge of:

- Electrical, as it applies to maintenance code requirements and safety standards.
- Troubleshooting skills, electrical systems, equipment, materials and tools used by an electrician.
- Education and experience in building automation, energy efficiency, HVAC, electrical, networking systems, etc.

Skilled in:

- Communicating with staff and administration.
- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Physically perform heavy lifting.
- Perform work inside and outside in high places.

EDUCATION AND EXPERIENCE

High school diploma or equivalent. Applicant must be a Journeyman Electrician having completed the apprenticeship program and have five (5) or more years of experience as a Journeyman Electrician or must be a Journeyman Electrician not having completed the apprenticeship program and have ten (10) or more years of qualified experience as a Journeyman Electrician.

Applicant will be expected to work alone or with other electricians, other crafts and / or with laborers. Must have performed supervising duties in the past or demonstrate supervising and planning abilities. Must have a thorough knowledge of Preventive Maintenance as it applies to their trade. Must be capable of developing Preventive Maintenance schedules, maintaining manuals for new equipment and implementing programs. Must be capable of developing and implementing standard operation procedures for their department.

CERTIFICATION

Must have a valid driver's license; and is expected to drive a maintenance vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands, arms, and shoulders. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward.

The employee continuously uses hand strength to grasp tools and length strength to climb ladders. The employee will frequently stand on wet and/or slippery floors, to bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a toolbox. Occasionally the employee will lift and/or move up to 90 lbs. such as piping and pool valves. The employee will sometimes push/pull items such as tables, scaffolds, and air compressors or other heavy, mechanical equipment.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust.

The employee may be exposed to noxious fumes and odors, and/or bio-hazardous waste products. *The employee is required to use personal protective equipment (PPE) as mandated or as needed.*

The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally will work irregular or extended hours. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

Required Testing

- Drug Test

Certificates & Licenses

- See Above

Continuing Educ./Training

- See Above

Clearances

- Background Clearance

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:

Gary Community School Corporation
Click on "Employment"
www.garycsc.k12.in.us
900 Gerry St
Gary, IN 46406

Human Resources Department
Classified: April 15, 2020

EQUAL OPPORTUNITY EMPLOYER

