



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

Job Description

Job Title: Electrical Foreman
Department: Buildings & Grounds
Reports To: Director of Buildings & Grounds
Salary Guide: According to Non Affiliate Policy F
Prepared Date: January 16, 2020

SUMMARY: To ensure electrical power distribution and lighting systems and equipment operate and are maintained in a safe manner by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: 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, including the following. Other duties may be assigned.

- Plans electrical systems additions or modifications on secondary circuits; repairs faults in primary systems and performs preventative maintenance on high voltage components. Creates plans and assist in budgeting of parts, replacement of equipment, and vendors.
- Installs and monitors performance of installed electrical equipment for hazards, adjustments, or replacement.
- Operates and maintains high voltage switch gear and controls; repairs and maintains motor control centers and programmable logic controls.
- Repairs, installs, replaces, and tests electrical circuits, equipment, and appliances using appropriate tool and testing equipment.
- Able to safely operate and work from ladders, scaffolding, platforms and personnel lifts.
- Identify and report to supervisor repair needs and safety discrepancies when observed.
- Ensures all assigned employees are aware of and comply with government, and district policies, procedures, and regulations.
- Assist in eliminating job costs and material needs

- Exercise safe and appropriate work habits
- Valid Driver's License
- Keep records of assignments and produce detailed work reports
- Interacts with all job trades in a positive manner
- Assist in maintaining the operation of school buildings and power plants in the district
- Good communication and interpersonal skills
- Work in coordination on Capital Projects and other departments and vendors as needed to ensure that electrical issues are handled in a timely manner
- Proficient in computer applications pertinent to support the position, including but not limited to Microsoft Word, Excel, School Dude or Comparable program
- Respond promptly to building alarms and emergencies.
- Perform other duties and assume responsibilities related to the operation of the Buildings and Grounds Department, as may be assigned by the Director of Building and Grounds or designee.

SUPERVISORY RESPONSIBILITIES: The electrical foreman has no supervisory responsibilities.

QUALIFICATIONS:

- High School Diploma or equivalent GED
- At least 5 years of experience as a journeyman electrician with demonstrated ability to work with others and unsupervised
- Master Electrician certification
- New Jersey State Valid Electrical License
- Able to coordinate work processes around the schedules of district functions
- Formal vocational education/training in operations and maintenance of boilers, chillers, turbines, generators or control systems is desired

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to bend, sit, move about, hear, speak and write. Ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the work-day standing, lifting, walking, shoveling and scraping. Ability to lift up to 60 pounds and move heavier materials using appropriate equipment.

Noise level may be high when operating power equipment. During these conditions, appropriate district provided personal protective equipment such as hearing protection must be worn and used in accordance with manufacturer's directions and district training. Employee may be required to work in restricted spaces to include crawling and/or climbing as working at heights. Required to stand, be on feet, and move around for a full work shift.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

Ability to communicate effectively in person, by radio, electronically and over the phone. Ability to use computer equipment to complete reports, generate service orders, maintain inventories, etc.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. Ability to work in extreme weather conditions, while wearing appropriate personal protective equipment (PPE). Shoveling snow, chipping ice and operating mechanical equipment in these conditions. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.

TERMS OF EMPLOYMENT: Twelve month contract; Non-Affiliate F.

Board Approval Date: _____

1/28/2020

Certified by: _____

Director of Human Resources