

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

ELECTRICIAN FOREMAN

- QUALIFICATIONS:**
1. High School Diploma or equivalent GED
 2. Four (4) year apprenticeship and achievement of journeyman status; at least five (5) years experience as an electrician journeyman with demonstrated ability to work with and supervise others.

REPORTS TO:

JOB GOAL

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Maintains attendance record keeping on assigned staff.
2. Schedules staff to work assignments, and directly supervises their performance.
3. Provides helpful input to Assistant Director and Director of Buildings, Grounds and Security for performance evaluation of subordinates. Recommends disciplinary actions when necessary.
4. Interviews and recommends new hire actions.
5. Assures staff attendance and participation in necessary training in trade, and other mandatory in services through the School District (including staff meetings).
6. Assists in estimating job costs and material needs.
7. Expedites purchases, and delivers materials and supplies to job sites.
8. Reads and interprets blueprints. Serves as field liaison with architects, engineers, and outside contractors as needed/directed.
9. Assists in maintaining the operation of all school buildings, and power plants in the School District.
10. Upholds the philosophies/values of the Trenton Board of Education.
11. Serves as a role model for exercising safe and appropriate work habits.
 - a. demonstrates knowledge of and follows all prescribed safe policy/procedures.
 - b. demonstrates general knowledge of work processes within skill area.
10. Promotes positive inside and outside relations
 - a. interacts with all tradespersons on job sites in a positive manner.
 - b. works in consultation with the Director of Buildings, Grounds and Security, other departments, and vendors as needed to ensure that electrical issues are handled in a smooth and timely manner.
11. Maintains files for the electrical section of the Maintenance Department, inclusive of staff attendance.

Board Approved
7/1/1992

Board Approved
October 26, 2015

PERFORMANCE RESPONSIBILITIES (continued):

13. Completes and files reports as required/requested by the Administrative Office of the Trenton Board of Education
14. Performs other duties and responsibilities as assigned by the Director of Buildings, Grounds and Security.

TERM OF

EMPLOYMENT: Twelve (12) months position

BARGAINING UNIT: MEL

SALARY: In accordance with M & L contract

STATUS: Hourly____ Salaries____
Exempt____ Non-Exempt____

EVALUATION: Performance of the position will be in accordance with the Board's policies and procedures on evaluation.

BOARD APPROVAL: _____