



School District of Philadelphia

Title: Electrical Mechanic 'B'

Department: Facilities Management and Services

Reports To: Trades Planner, Scheduler and Facilities Area Coordinator

The School District of Philadelphia is the cornerstone provider of public education in Philadelphia. For forward-thinking administrators and educators, opportunities abound. Over 131,000 students entrusted to the District arrive at school every day with an extraordinary range of needs and aspirations. We are committed to delivering on their right to an excellent public school education, and we are particularly focused on ensuring every student has access to exceptional educational opportunities. Equity is our mandate. Will you join us?

Job Summary

This is entry level work in the electrical mechanical trade. Work involves assignments of increasing complexity as the employee gains familiarity with the work environment. Installs, maintains and repairs electrical equipment, including meters, fuse boxes, heating systems, control switches, lighting systems, field lighting systems, light fixtures, switchboards, control boards, fans, motors, motor starters and all related wiring. Ensures that all equipment remains in working condition, meeting safety regulations and building codes. Work is performed through inspection and completed work orders for conformance to trades standards.

Essential Functions

- Installs, maintains and repairs electrical equipment and fixtures; makes working sketches and drawings; works from blueprints in installing, connecting, and repairing and maintaining equipment and fixtures such as meters, fuse boxes and heating systems.
- Troubleshoots electrical systems and equipment.
- Performs preventative maintenance on electrical systems and equipment.
- Installs new branch circuit wiring.
- May estimate, order and transports necessary materials to complete work order(s) at assigned locations.
- Performs preventive maintenance and repairs on escalators and dumbwaiters as needed.
- Oversees the work of trainees in the trade.
- Performs incidental work as required.

Minimum Requirements

- Education equivalent to the completion of the twelfth school grade.
- Four years of experience in the electrical trade.

Knowledge, Skills and Abilities

- Demonstrated knowledge of:
 - the National Electric Code: NFPA 70.

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- the standard practices, methods, materials and tools of the electrical trade.
- the principles and theory of electricity.
- the occupational hazards and safety precautions utilized in the electrical trade.

• Demonstrated skill in:

- the care and use of tools, materials and equipment of the trade.

• Demonstrated ability to:

- interpret and work from blueprints, sketches and specifications.
- adhere to established safety codes and procedures.
- follow oral and written instructions accurately.
- establish and maintain effective working relationships.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Certificates/Licenses

Possession of a proper class license valid to operate a motor vehicle in the Commonwealth of Pennsylvania prior to appointment and during tenure of appointment.

Talent Use Only	
Title Code	7121
Salary Grade	2438/7438
Bargaining Unit	Local 32BJ
Date of Establishment	9/99
Date of Revision	3/16
Analyst	JAG