

THE PUBLIC SCHOOLS  
Montclair, New Jersey

JOB DESCRIPTION

**Position Title: Journeyman Mechanic - Electrician**

**Qualifications:** 1. Possess electrical and mechanical skills; 2. Ability to use tools associated with trades and State Licensed to operate Board-owned motor vehicles; 3. Familiar with all maintenance functions as performed in public school or institutional facilities; 4. Minimum of five years experience in electrical mechanical trade; 5. Multi-skilled building equipment worker; 6. Licensed electrician in N.J.; 7. Demonstrated aptitude or competence for assigned responsibilities; 8. Required criminal background check and proof of U.S. citizenship; 9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Responsible to:** Supervisor Buildings and Grounds

**Job Goal:** To provide electrical repairs and enhancements which support an efficient and safe educational environment

**Performance Responsibilities:**

1. Electrical maintenance of assigned Buildings and Grounds facilities;
2. Heating, air-conditioning and refrigeration systems consisting of many electrical components, including motors, compressors, pumps, fans and switches;
3. Able to maintain, diagnose and correct problems within the entire system;
4. Replace items such as circuit breakers, fuses, switches, electrical and electric components or wires, clocks, intercoms, fire and intrusion alarms;
5. Follow blueprints or other specifications for electrical and mechanical systems;
6. Electrical wiring and controls, trouble shoot units for proper operation;
7. Service and adjust thermostats, check controls to diagnose problems, adjust or replace parts;
8. Service electrical components of central air-conditioning systems and refrigeration equipment;
9. Follow specifications and manufacturers' instructions to install motors, compressors, condensing units and other components;
10. Check proper operation of electrical power source;
11. Ability to use a variety of tools including hammers, wrenches, metal snips, electric drills, pipe cutters and benders, and acetylene torches, voltmeters, thermometers, pressure gauges, manometers and other testing devices;
12. Check refrigerant pressures, electrical circuits, burners and other components;
13. Maintain and repair light and power wiring installation, sound, telephone and clock circuiting, stage lighting facilities repair, and motor repair and servicing;
14. Communicate with computerized energy management services at remote site and complete work orders initiated by mechanical engineer;
15. Review and provide services which conform to district objectives and conform to all laws, regulations and codes;
16. Maintain positive relationships with the building administration, parents, other staff and students in the buildings;
17. Assume other related responsibilities and duties within the context of the above performance responsibilities.

**Terms of**

**Employment:** 12 month, salary and benefits as negotiated by the MEA.

**Evaluation:** Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of maintenance staff.

**ESTABLISHED:** 11/99. 10/08