



<b>Title:</b>	Electrical/Electronics and Mechanical Technician
<b>Reports to:</b>	Maintenance Director
<b>Terms of Employment:</b>	12 Months
<b>Salary:</b>	NC State Salary Schedule

The employee's primary function is to independently follow established maintenance procedures and schedules for operating, maintaining and repairing the electrical/electronics and mechanical systems and equipment at Scotland High School. The primary emphasis will be the operational setup, trouble-shooting and preventive maintenance inspections/repairs of the electrical/electronic and mechanical (i.e., HVAC) systems and equipment.

**Knowledge, Skills, Abilities, etc.:** The employee must be skilled in all facets of electrical/electronics, mechanical and controls equipment installation and maintenance with a skilled level of expertise/competence. He/she must have at least ten years prior successful experience as a commercial or institutional electrical/mechanical installer and/or maintenance technician. He/she must demonstrate an appreciation for good workmanship, craftsmanship and safety in order to properly use and care for materials, tools, and equipment.

A basic education and high school diploma (or the equivalent) are necessary; CFC refrigerant, electrical and/or HVAC certification/licensing is encouraged (ASAP). He/she will be required to:

Read and comprehend work orders, instruction manuals, schematic drawings, building codes, etc.

Document all information relating to work orders and required reports.

Use basic mathematical calculations to estimate and purchase materials, and to measure and layout work.

He/she will independently analyze situations arising during the work day and will be expected to use good judgment to prioritize and complete work assignments safely and expeditiously. He/she will be expected to use good oral communication skills and interact professionally with administrators, other school employees, students, and the general public. He/she must also be punctual and adhere to established working hours, attend work regularly without undue absenteeism, be productive and effectively manage time, and demonstrate a cheerful and cooperative attitude.

**Physical Requirements:** The employee must lift, maneuver and carry medium to heavy objects (i.e., 50- 75 lbs); climb ladders and scaffolds (2 story structures); operate hand tools, power tools, mechanical equipment, vehicles, etc. Good manual dexterity, good hand/eye coordination and good visual acuity are required.

**Driving Requirements:** The employee will be assigned a vehicle (when needed) for all necessary work related travel. A good/safe driving record and valid North Carolina driver's license are required.

#### **WORKING CONDITIONS**

The employee will be subject to both inside and outside environmental conditions typical to Scotland County along with occasional exposure to fumes, odors, dusts, mists, oils, chemicals, equipment noise, etc. He/she will be required to function occasionally in close quarters (i.e., small enclosed rooms, narrow aisles, mechanical lofts, crawl spaces, man holes, etc.) and in proximity to hazardous moving mechanical parts, electrical currents, ladders, scaffolds, power tools, mechanical equipment, tractors, forklifts, etc.

**SPECIFIC DUTIES:** The employee will.....

Perform regularly scheduled preventive maintenance inspections/repairs for the electrical/electronic, mechanical and controls systems and equipment.

Trouble-shoot and repair electrical/electronic, mechanical and controls equipment failures, hazards, etc.

Solicit assistance from other maintenance personnel or contracted professionals when necessary.

Assist other maintenance personnel and contracted professionals during routinely scheduled visits for servicing electrical/electronic, mechanical and controls equipment (such as EMS equipment, chillers, etc.).

Maintain an adequate stock of routine repair and preventive maintenance parts and equipment.

Maintain (in good working condition) an adequate supply of hand tools, wrenches, safety equipment, power tools, testing equipment, etc.

Assist other mechanics and perform other routine duties as assigned by the maintenance director or superintendent.