



**Job Title:** Electrical Craftsperson

**Department:** Maintenance

**Reports To:** Director and Managers

**Grade:** MT-14

**Number of Days:** 12 Months

**Security Access:** None

**Overtime Status:** Non-Exempt

**Last Revised Date:** August 20, 2019

**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

**Position Summary:** The Electrician is expected to perform a variety of duties including completing all assigned work orders in a timely manner. Reporting labor, cost and any pertinent notes/information regarding all assigned work orders and return to foreperson daily. Must be conscientious, have experience in all areas of job responsibilities and exhibit good workmanship.

**Minimum Qualifications:**

- Must have current city and state craft licenses
- Must have and maintain a current Oklahoma drivers' license

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- The primary responsibility of the electrician is always to provide the highest quality of service to customers
- Other responsibilities include installing and repairing wiring, electrical fixtures and fuse boxes using hand and power tools and following blueprints, schematics, color coding, specifications and operating instructions
- Ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- In addition, the electrician is responsible for
  - troubleshooting
  - installing fixtures/equipment
  - measuring, cutting and installing conduits in specified panels
  - testing continuity of circuits and repairing faulty systems
  - lifting and moving supplies, equipment and materials
  - wearing protective clothing as required by the work environment or governmental regulations

**Supervisory Responsibility:**

- The electrician may supervise, train and coordinate the activities of workers installing, maintaining and repairing electrical apparatus

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Inside and outside work in all conditions
- Extreme weather conditions (heat/cold)
- Confined space entry

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa*

*Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK  
74114-6131.*