



**ROBBINSVILLE BOARD OF EDUCATION**  
**JOB DESCRIPTION**  
**JOB TITLE: Electrician**  
**DEPARTMENT: Facilities**  
**REPORTS TO: Supervisor of Building and Grounds**

**POSITION SUMMARY:** To maintain the District electrical system, in a condition of operating excellence so that full educational use of it may be made at all times.

**JOB RESPONSIBILITIES:**

- Assists in the development and implementation of a preventative maintenance program on district electrical equipment.
- Makes repairs to all lighting and other electrically energized components.
- Assists in the supervision of contracted services by outside electrical contractors as needed.
- Recommends equipment and supply purchases for the annual budget and requests the ordering of equipment and materials in accordance with district procedures and budget allocations.
- Develops and maintains an inventory of spare parts for electrical repairs.
- Performs maintenance tasks as coordinated with the Supervisor
- Designs and constructs electrical projects (i.e., wiring of computer facilities, making corridor lighting changes).
- Makes repairs to existing electrical units per National Electric Code to include low-voltage systems (i.e., public address/intercom systems, telephone systems, computer network systems, fire alarm systems, temperature control systems, security systems).
- Oversees maintenance and operations of Emergency Generators.

**QUALIFICATIONS:**

- Possesses high school diploma or equivalent training/experience.
- Hold a valid State of New Jersey Driver's License for Board of Education vehicles.
- Have in-depth knowledge of all aspects of electrical work and code compliance.
- Experienced in diagnostics, troubleshooting, HVAC wiring, Fire Alarm/PA/Security systems and Hi and Low voltage wiring.
- Have a minimum of three years' experience in commercial and or educational environment as an electrician.
- Must have the ability to perform maintenance tasks as needed.
- Must hold and maintain a valid New Jersey Electrical Contractor's License.
- Able to meet the demands of the position including, but not limited to being able to lift a minimum of 75 pounds.
- Network cabling experience preferred

**TERM OF EMPLOYMENT:** 10- or 12-Month, part time or full-time position

**BARGAINING UNIT:** REA

**BOARD APPROVAL DATE:** November 23<sup>rd</sup>, 2021