

WARREN COUNTY SCHOOL DISTRICT  
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: 11/20/09

Budget Year:

2009/10

Budget Code:

0/2610 000 00 3500140

Contingency Budget:

Position Title:

Maintenance Trade Worker: Electrician

# Hours per day:

8

From: 7:00 AM

To: 4:00 PM

Assigned School for the Year:

2009/10

Salary (check one):

- ☐ \$ \_\_\_\_\_
- ☐ Commensurate with qualifications and experience
- ☒ Per contract or salary plan WASH No additional \$ needed

Type of Employment (check all that apply):

- ☒ Permanent ☐ Temporary ☐ Supplemental Contract
- ☐ Administrative ☐ Certificated ☒ Support

Reason (check applicable reason):

- ☒ New Position ☐ Increased workload (temporary only)

Justification: Why do you need this position filled? (Please be specific)

1.

Position in the existing Budget as a Grade 6 Maintenance helper

2.

New Position "Maintenance Trade Worker Electrician"

3.

Will increase productivity in the scope of

4.

Daily work orders complete Because of higher skill level.

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**ITEM 2: REQUEST FOR ADVERTISING**

Date position is to start: \_\_\_\_\_

**Journals and newspapers:**

- ☒ Warren Times Observer      ☐ Jamestown Post Journal      ☐ Erie Times  
☐ Pittsburgh Post Gazette      ☐ PA State Colleges  
☐ Other  
☐ Professional Journals (Please provide title, exact address, phone number & fax number)
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**ITEM 3: QUALIFICATIONS** (Specify required or preferred education, skills and experience as appropriate. Attach a copy of the job description for the position which lists job classifications, starting and ending dates of position and the exact number of hours and times to be worked.)

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**ITEM 4: MEMBERSHIP OF THE SEARCH COMMITTEE** (Designate Chair)

*Denny O'tool      Jim Riggie      Boyd Freebrough Chair*

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**ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES**

*Detest Test (Electrician) + Interview*

**REQUESTED BY:**

*Robert Kennenkrech 11/20/09*  
\_\_\_\_\_  
Administrator Signature      Date

**APPROVED BY:**

*Robert Kennenkrech 11/20/09*  
\_\_\_\_\_  
Director Signature      Date

*Robert E. Jurell*  
\_\_\_\_\_  
Superintendent Signature      Date

**WARREN COUNTY SCHOOL DISTRICT**  
**Office of Human Resources**  
***Job Description***

**Electrical Trade Worker**

**Supervisor:** Maintenance Supervisor  
**Evaluator:** Quality Assurance Supervisor  
**Department:** Buildings and Grounds

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**Description**

**Qualifications**

- High school education required
- Trade school preferred
- Electrical experience of 3 to 5 years
- Certification and knowledge in National Electrical Code preferred
- Working knowledge of single and three phase electrical circuits
- Ability to drive and lift at least 50 lbs.
- Knowledge of fire prevention and safety
- Knowledge of environmental laws regarding asbestos and electric
- Knowledge of safe use of heavy equipment and tools

**Duties, Responsibilities, and Functions**

The essential functions of this position include, but are not limited to, the following:

- Repair and/or replace fixtures and stage lighting
- Repair and/or replace AC/DC motors, generators, power services, heating equipment, switch gear, and transformers
- Electrical remodeling and construction
- Maintain and repair air conditioning controls
- Preventive maintenance of electrical equipment (fire and PA systems included)

**Duties, Responsibilities, and Functions (cont.)**

- Blueprint reading, labor/material estimating and layout, 3 phase power distribution
- Non-electrical duties as needed

**Safety Precautions Associated With This Position**

- Climbing of ladders and walking on roofs
- Working in confined spaces
- Exposure to electrical, mechanical and chemical hazards
- Standing and kneeling for prolonged periods

**Comments**