



T U L S A

PUBLIC SCHOOLS

Job Title: Electric Apprentice

Department: Maintenance
Reports To: Director and Managers
Grade: MT-09
Number of Days: 12 Months
Security Access: None
Current Date: October 16, 2012
Overtime Status: Non-Exempt

Job Objectives: The Electrical Apprentice is expected to perform a variety of duties to maintain electrical equipment, fixtures and wiring as assigned by the foreperson. To provide the highest quality of service in a safe manner to customers at all times.

Minimum Qualifications:

- Must have city of Tulsa and State apprentice license.
- Must maintain a current and valid 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.

- Lifting and moving supplies, equipment and materials.
- Wearing protective clothing as required by the work environment or governmental regulations.
- Keep record and reports labor, costs and any pertinent notes/information regarding assigned work orders on a daily basis.

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

- Must follow direction of foreperson/supervisor.
- Use the appropriate tools, equipment and work in a safe manner at all times.

Supervisory Responsibility: Does not directly supervise any individuals.

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

- Outside and inside work in all conditions.
- Extreme weather conditions (heat/cold); confined space entry.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.