

Electrical Division

LEAD ELECTRICIAN

REPORTS TO: Department Manager

FLSA STATUS: Non-Exempt - Hiring and employment decision making supervisory/employee evaluations.

WORK SCHEDULE: Schedule may vary according to the needs of the department

SUMMARY: Assist the Department Manager in the operation and function of the department by providing direction and leadership to departmental employees. Direct department activities and personnel, ensure all department duties are performed in a timely, efficient manner and performs independently exercising judgment and initiative. Install, maintain, repair electrical wiring, equipment and fixtures. Ensures all work is in accordance with relevant codes and are performed in a timely, efficient manner and performs independently exercising judgment and initiative.

DUTIES AND RESPONSIBILITIES:

- Plans and supervises service, repair and/or installation of equipment as assigned by management.
- Maintain communications with customers; instruct customers in the proper use of equipment
- Promote available company services and products, through outside sales; products to include but are not limited to sign repair, temporary power poles, general electrical service, and security lighting;
- Maintain a professional attitude and image.
- Maintain clean and safe working conditions.
- Account for all equipment and tools issued.
- Process all job related paperwork legibly and accurately; maintain communications with management on job status.
- Maintain vehicle inventory and equipment levels as assigned.
- Be able to work from heights of 40 feet or higher, to perform electrical sign and lighting fixture maintenance and installation
- Train junior personnel in proper procedures and techniques applicable to the job.
- Provide proof of good driving record with no violations as per DMV printout; operate and maintain vehicles per company standards.
- Be aware of, understand and comply with all company policies including but not limited to, dress code, punctuality, and safety.
- Be willing and prepared to occasionally travel and remain "out of town" two to ten days, at company's expense, to perform assigned tasks.
- **Ensure profitability of company services and products, including the development of a marketing plan with operation procedures for their department**
- **Other duties and responsibilities that may be added or assigned by management.**

EDUCATION:

- High school graduate or equivalent.
- Certificate of completion from a college or technical school and three years of directly-related experience in electrical industry and/or training; or equivalent combination of education and experience.
- Electrical knowledge and experience preferred.

SKILLS REQUIRED:

Must have a mechanical aptitude and physically able to work with small hand tools such as drills. Must have the ability to climb and lift ladders, and be able to work around commercial and residential structures. Position requires effective communication skills, organization, and planning skills. Employee must be able to follow oral and written instructions, use good judgment relating to customers and their property. Provide quality work and service in a professional and business like manner.

SIGNATURE _____ **DATE** ____/____/____