

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

职位描述

TITLE 职位名称: Electrician 电工
SCALE 薪资等级: Support Staff Salary Scale 后勤员工薪资等级
CONTRACT DAYS 合同天数: FULL-YEAR 全年

POSITION SUMMARY 职位概述:

The Electrician will be responsible for preventive maintenance plans related to electrical and mechanical equipment on campus, performing routine inspections of equipment, participating in electrical related remodeling projects, routine repair projects, and in unexpected emergencies.

电工将负责校园电气和机械设备的预防性维护计划，执行设备的例行检查，参与电气相关的改造项目、日常维修项目以及处理突发紧急情况。

SUPERVISED, EVALUATED BY & REPORTS TO:

领导、评估和汇报的对象:

Maintenance Supervisor/Facilities Director

维修主管/设施总监

QUALIFICATIONS, DISPOSITIONS AND SKILLS:

资格证书，配置和技能:

- Formal schooling required (high school or equivalent education and above) and graduation in electromechanical related majors.
要求正规学校教育（高中或同等及以上学历），机电相关专业毕业。
- Low-and High voltage license and Electrician certificate required.
要求持有高、低压电工证。
- Elevator Safety Management License preferred but not required.
有电梯安全管理资格证书者优先，但非必要条件。
- Graduated from electromechanical related majors, with more than five years of experience in operating first-line electricians.
机电相关专业毕业，五年以上一线电工操作经验。
- Familiar with the basic operating procedures and maintenance methods of electromechanical equipment.
熟悉机电设备的基本操作规程和维护方法。
- Knowledge of electrical circuits, able to recognize and handle simple circuit faults.
具备一定的电路知识，能够识别和处理简单电路故障
- A certain ability to read engineering or circuit diagrams are preferred but not required.
具备一定工程与电气电路读图能力者优先。
- Strong hands-on ability, with working experience in electrical wiring and maintenance, and household appliance maintenance.
动手能力强，具有电气布线和维修、家用电器维修的工作经验。
- Experience in inventory management and ordering maintenance supplies are preferred.
有一定库存管理和订购维修用品经验者优先。

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- Must be available for emergency calls.
能够随时接收应急呼叫和处理突发紧急事件
- English and computer skills preferred but not required.
会英语和电脑操作能力者优先。

PERFORMANCE RESPONSIBILITIES:

工作职责

- Responsible for implementing and documenting preventive maintenance plans, repairs and emergencies for all types of electrical and mechanical equipment on campus.
负责校园各类机电设备的预防性维护计划的执行和记录、维修和应急处理。
- Performs daily inspections of campus electrical and mechanical equipment, documenting and developing maintenance plans when abnormalities are found.
对校园机电设备日常巡检，发现异常时记录并制定维修计划。
- Participate in the installation and commissioning of new equipment and the adjustment of existing equipment for remodeling projects.
参与新设备的安装、调试和调整现有设备的改造项目。
- Responsible for the operational safety and emergency response of campus electrical and mechanical equipment to ensure the safety of equipment and personnel.
负责校园机电设备的操作安全和应急处理，确保设备及人员的安全。
- Evaluates campus electrical and mechanical equipment on a regular basis and makes recommendations for equipment upgrades and improvements.
定期对校园的机电设备进行评估，提出设备升级和改善的建议。
- Comply with campus rules and regulations to ensure safe, stable and efficient operation of equipment.
遵守校园的各项规章制度，确保设备的安全、稳定和高效运行。
- Assist other departments to complete related work.
协助其他部门完成相关工作
- Other related tasks assigned by supervisor.
上级分配的其他相关任务

SAS BELIEVES:

SAS 信念:

- That each employee makes a significant contribution to our success.
每位员工都为我们的成功做出了重大贡献。
- That contributions should not be limited by the assigned responsibilities.
任何贡献不应受到职责束缚。

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

因此，此职位的描述旨在概述主要职责、资格和工作范围，但不将员工或 SAS 仅限于已确定的工作。学校期望每位员工能够随时随地提供服务，以确保我们组织的成功。

How we see the world is how we experience the world

我们如何看待世界就是我们如何体验世界

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is

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grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

我们相信，多样性、公平性和包容性能丰富我们的社区，并创造一种归属感，迫使我们每个人成长。因此，我们致力于社区成长的旅程，其基础是植根于我们的使命和核心价值观的最佳和可持续的做法。我们寻求愿意为这样一个环境作出贡献的人。

Child Safeguarding at SAS

SAS 的儿童保护

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board. 上海美国外籍人员子女学校根据我们的核心价值观和愿景声明，制定了一项儿童保护政策，指导我们的教职员工和家庭处理与在我校就读的儿童的健康、安全和照顾有关的事宜。所有教职员工在接受上海美国外籍人员子女学校的工作时，都同意与学校合作，并遵守学校董事会通过的政策。

With this in mind,
请记住

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
根据我们对儿童保护和保障的各方面的坚定承诺，申请将被彻底和严格地筛选。
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
如果有信息表明申请人不适合继续接受该申请，上海美国外籍人员子女学校保留随时撤销申请人候选资格的权利。
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
如申请人未能提供现任和前任负责人的推荐信，上海美国外籍人员子女学校保留取消其候选资格的权利。
- Hiring is contingent upon successful criminal background checks.
聘用的条件是成功完成刑事背景调查

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.

请申请人尽早提交申请，上海美国外籍人员学校保留随时关闭选拔流程的权利