

TITLE	CLASSIFICATION	SALARY GRADE
ELECTRICIAN	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE: 2012/2013 Classification Study		Board Approved:

JOB DESCRIPTION:

Under general supervision, perform journey-level work in the design, installation, construction, modification, repair and maintenance of electrical apparatuses, equipment and systems in keeping with District-wide sustainability initiatives; serve as lead worker to other classified staff in the area; and perform related work as required.

SCOPE:

Incumbents inspect, isolate, troubleshoot and repair electrical malfunctions using various test instruments; maintain and repair fire, alarm, clock, programmable lighting and access systems; test electrical equipment for safety and efficiency; plan the layout and wiring of new or remodeled installations; fabricate electrical parts; inspect completed work for conformance with specifications, requirements and compliance with applicable building and safety codes and regulations; inspect related work performed by contractors; estimate cost, time and materials for electrical projects; participate in the maintenance and operations of an electrical shop; clean, maintain and service tools and equipment used in the performance of duties

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below. The following duties are listed both as trade specific and shared responsibilities.

1. Troubleshoots, repairs and maintains electrical distribution systems including electric motors, electric controls, fire alarms, and clock systems.
2. Ensures fire alarms and emergency electrical systems are operational; performs certification testing on alarm systems.
3. Installs, troubleshoots and repairs new equipment and systems, including all lights and programmable lighting controls.
4. Monitors work done by outside contractors for adherence to National Electrical Code Requirements and reports back to supervisor.
5. Assists in the writing of specifications for repairs and new construction.

Shared Responsibilities:

1. Maintains appropriate service and repair records.
2. Researches, purchases and inventories equipment parts, chemicals and supplies.
3. Responds to routine and emergency calls for repairs and service.
4. May train and direct the work of other classified staff in the area.
5. Assists and serves as back up to other Facilities employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Operate and use required tools and equipment skillfully and safely; assemble, install, maintain, and repair electrical apparatuses; make rough sketches; estimate cost, time and materials of electrical work; analyze and respond safely and appropriately to emergency situations; perform preventive maintenance on switch gears and transformers; read and comprehend plans and blueprints as appropriate to trade; perform heavy physical labor; train and direct the work of other classified staff in the area; follow and give oral and written instructions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Thorough knowledge of electrical theory and methods, materials, tools, equipment and systems used in the electrical trade; thorough knowledge of applicable state and federal codes and regulations pertaining to the electrical trade; computer knowledge including configuration of computerized electrical systems, e-mail and service request systems; inspection of, identification, and knowledge of all electrical distribution systems (24-12K volts); methods and practices followed in the maintenance of tools, machinery, and equipment; safety precautions to be observed in the maintenance and installation of electronic and mechanical equipment; basic computer software including e-mail and service request systems.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school, supplemented by completion of a Union, private (in-house), military, or trade school apprenticeship program that includes theory and on-the-job work.

Experience:

Four years of experience as a licensed, journey-level wireman in a commercial, industrial, or facilities operations setting.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely use manual tools and power equipment common in the construction trades. Must be able to handle hazardous materials safely and tolerate exposure to electrical and other environmental hazards.