

ELECTRICIAN

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Maintenance Supervisor, the job of Electrician is done for the purposes of, ensuring the availability and proper operation of services and systems; providing required information for future reference and for requirements of outside agencies; ensuring the completion of projects in a timely manner and according to specifications; maintaining technical skills and adherence to regulatory requirements; safety concerns and issues; and diagnosing and resolving difficult electrical problems, working from sketches, plans, drawings, blueprints and specifications to install; replace interior and exterior wiring; and for repairing various electrical tools and equipment.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Electrician is a journey-level trades class responsible for performing skilled maintenance electrical duties in the installation, maintenance and repair of electrical systems and equipment.

ESSENTIAL FUNCTIONS

- Installs/maintains electrical systems and equipment for the purpose of ensuring the availability and proper operation of services and systems.
- Diagnoses/repairs electrical systems and equipment for the purpose of ensuring the availability and proper operation of services and systems.
- Records/documents a variety of activities including preventive maintenance, purchases, inspections for the purpose of providing required information for future reference and for complying with requirements of outside agencies.
- Instructs/orients school personnel on the available services and systems' operation for the purpose of ensuring proper and efficient system usage and reducing service calls.
- Researches, engineers and designs electrical systems for the purpose of ensuring the availability and proper operation of services and systems.
- Coordinates/monitors work of outside contractors for the purpose of ensuring the completion of projects in a timely manner and according to specifications.
- Oversees/directs performance of utility worker/equipment operators for the purpose of maintaining their technical skills and adhering to regulatory requirements.
- Attends educational seminars and meetings for the purpose of maintaining job knowledge and skills and/or keeping current on job related safety concerns and issues.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE, AND ABILITIES

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: using a variety of tools and machines utilized in the basic trade including voltmeter, ohmmeter, multi-meter and hydraulic truck lifts; working on live circuitry; and adhering to safety procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: technical aspects of field of specialty; basic electrical theory and calculation of formulas; electrical codes and their proper implementation.; health and safety regulations; safety practices for working with live circuitry; materials, methods, tools and equipment used in electrical work.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: interpreting blueprints, shop drawings and sketches; understanding and following oral and written directions; working independently with little direction; analyzing situations accurately and adopt an effective course of action; reading, interpreting and following rules, regulations, policies and procedures.

RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting,30% walking and 50% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

CLASSIFIED

EXPERIENCE

Job related experience within specialized field is required.

EDUCATION

Community College and/or Vocational School degree with study in job related area.

REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

Valid California Class C driver's license.

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance