



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

MAINTENANCE ELECTRICIAN

**DEPARTMENT/SITE: MAINTENANCE,
OPERATIONS &
FACILITIES**

**REPORTS TO: DIRECTOR OF MAINTENANCE,
OPERATIONS & FACILITIES**

SALARY SCHEDULE: Classified Salary Schedule
(Group 1/Group 15)

LEVEL: Range 51

WORK YEAR: 12 Months

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective:.....August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of the Director of Maintenance, Operations & Facilities, performs a variety of skilled activities in the maintenance, repair, and installation of electrical equipment and systems. The incumbents in this classification provide the school community with safe and functioning equipment and school facilities which directly support student learning.

DISTINGUISHING CHARACTERISTICS

The Maintenance Electrician performs duties at the journeyman level, performs a variety of skilled or semi-skilled tasks in all areas of school maintenance; and works effectively with minimum supervision.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Install, repair, and maintain a variety of electrical equipment including transformers, circuit breaker systems, and electrical panel boards.
- Design, install, repair, and maintain electrical receptacles, switches, controls and lighting systems.
- Wire electronic valves and control panels; and install power sources for new or renovated electronic systems according to applicable codes and regulations.
- Troubleshoot and repair short circuits, power failures, and other electrical problems; isolate electrical failures and formulate remedies for defective components; and trace wiring and replace defective wiring and parts.
- Perform underground cabling and conduit locating activities and maintain and repair overhead lighting and power devices and systems by using lifts, boom trucks, and/or bucket trucks.
- Receive and respond to work orders and perform related projects; inspect facilities or equipment to determine maintenance and repair needs; and, replace defective parts and components as needed.
- Repair and maintain electrical appliances and power tools; install and replace lamps, light fixtures, ballasts, switches, fuses, conduit, cabling, and other electrical accessories; and, repair and replace power cords, equipment, and machines.

- Interpret plans, blueprints, technical manuals, and specifications; provide technical input regarding building designs.
- Estimate materials and equipment needed for projects; locate and acquire parts and materials for repair or maintenance; monitor, order, receive, and maintain adequate inventory levels of maintenance supplies and equipment.
- Contact vendors to request quotes, pricing, and product information.
- Ensure assigned projects and activities are completed in a safe, accurate, and timely manner.
- Assist in ensuring district buildings, facilities, and equipment comply with applicable laws, codes, ordinances, and regulations.
- Identify and report safety, sanitary, security, and fire hazards to appropriate personnel; and, respond to emergency maintenance and repair needs as directed.
- Perform skilled, semiskilled, and unskilled maintenance tasks in all trades, either individually or in assistance to others.
- Receive and respond to work orders and perform related projects in any of the skilled trades; participate in department-wide projects in various trades; and collaborate with outside contractors, consultants, and architects as directed.
- Maintain service, repair, and other related records.
- Operate heavy equipment and machinery commonly used in the maintenance trades such as bobcats, loaders, forklifts, and dump trucks; and, transport equipment and supplies to job sites as required.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- The principles, methods, materials and equipment used in a variety of electrical repair and alteration work
- Electrical terms and materials
- Design, construction, installation, and maintenance of electrical apparatus and equipment
- Appropriate Federal, State, and local electrical codes, orders, ordinances, and regulations
- Appropriate safety precautions, safe working methods, and procedures
- Basic electrical theory as required for electrical work
- Knowledge of energy conservation programs

Skills:

- Use tools and equipment in making electrical repairs skillfully and safely
- Interpret plans, blueprints, technical manuals, and specifications
- Interpersonal skills
- Basic math, including calculations using fractions, percentages, and/or ratios
- Interpersonal skills using tact, patience and courtesy
- Problem solving
- Work quickly, safely and efficiently
- Report preparation and basic record keeping
- Basic computer and/or tablet skills sufficient to keep records and complete work orders

Ability to:

- Perform skilled electrical work in a safe manner

- Perform and/or learn to perform a wide range of general maintenance and repair work outside of the electrical trade
- Plan and layout electrical work including estimating labor and material costs
- Work from sketches, wiring diagrams, electrical blueprints, plans, and specifications
- Read and interpret technical manuals related to electrical repair and installation
- Perform heavy physical labor
- Keep accurate records
- Use and care for electrical tools and equipment
- Work under pressure during power outages and emergency situations
- Maintain cooperative working relationships with those contacted in the course of work
- Drive district vehicles
- Demonstrate friendly customer service skills

EDUCATION REQUIRED:

Any combination equivalent to graduation from high school, completion of an electrical apprenticeship program.

EXPERIENCE REQUIRED:

Three (3) years of experience performing professional-level electrical installation and repair tasks for a public or private-sector organization.

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Indoor and outdoor work environment
- Regular exposure to fumes, dust, dirt, oil, and grease
- Driving a vehicle to conduct work
- Dexterity of hands and fingers to operate a variety of tools and equipment
- Seeing to perform maintenance duties
- Hearing and speaking to exchange information
- Lifting and carrying heavy equipment up to 75 pounds, with up to 52 pounds of repetitive lifting
- Pushing or pulling heavy objects as assigned by the position
- Reaching overhead, above the shoulders and horizontally
- Bending at the waist, kneeling, or crouching
- Sitting or standing for extended periods of time
- Heavy physical labor
- Climbing Ladders and working at heights

- Vision in order to drive at night
- Working around and with machinery with moving parts
- Work with power saws and flying debris or nails, chemicals and solvents
- Exposure to electrical power supply and high voltage, fumes, dust, and odors
- Noise from machinery
- Seeing to read handwritten or typed documents, and the display screen of various office equipment and machines