

## William S. Hart Union High School District

## Position Description

Position: Electrician	
Job Family: Maintenance and Operations	FLSA: Non-exempt
Approved by: Personnel Commission, April 20, 2011	Salary Range: 320

### **Summary**

Under the direction of the Director of Maintenance and Operations or Maintenance Supervisor, performs a variety of skilled electrical work in the installation, repair, service, alteration, and maintenance of electrical systems.

### **Distinguishing Career Features**

The Electrician requires journey-level experience, competency, and physical abilities in connection with commercial electrical systems.

### **Essential Duties and Responsibilities**

- Repairs, installs, services, alters and maintains electrical systems including underground cables and conduit, light and power circuits, motors, transformers, generators, control equipment, switches, switchboards, fire and security alarm systems, clocks and intercommunication systems.
- Installs and maintains shop machinery and power equipment; installs and repairs electrical and kitchen appliances.
- Maintains and repairs athletic scoreboards and other lighted sports facilities; replaces switches, receptacles, fuses, fluorescent tubes, ballasts, light bulbs and fixtures.
- Assists in preparation of estimates of time and material required for new construction, alterations or repairs.
- Installs or replaces necessary interior and exterior wiring for equipment, appliances and lighting.
- Performs preventive maintenance on District-wide electrical systems, circuits and equipment. Services, maintains and repairs electrical panels, breakers and transformers. Cleans, lubricates, adjusts and monitors controls, parts and timers for various motorized and mechanical equipment.
- Performs a variety of diagnostic and analytical tests, including those involving programmable logic controls, infra-red, and ultrasonic.
- Responds to failures, disasters, and emergencies involving the electrical system, apparatus, and equipment.
- Plans, organizes, and lays out assigned tasks. Interprets electrical plans, diagrams, blueprints, sketches and specifications. Works from verbal and written instructions and work orders.

- Maintains required records and reports related to work orders, materials and assigned activities.
- Communicates with District personnel and/or various outside agencies to exchange information and resolve issues or concerns.
- Maintains work areas, equipment and tools in a safe, clean and orderly condition.
- Operates a variety of equipment and tools for electrical work, including meters, diagnostic devices, and electrical line apparatus. Drives a vehicle to conduct work.
- May perform other general maintenance duties as assigned that support the overall objective of a skilled maintenance worker.

## **Qualifications**

### **Knowledge and Skills**

- Principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in electrical installation, troubleshooting, and maintenance.
- Operating characteristics and maintenance procedures for fire prevention and alarm systems.
- Techniques for the repair and maintenance of electrical circuitry.
- Federal and state codes and orders, including National Electrical Code and Electrical Safety Orders of the Division of Industrial Safety.
- Safe work practices and the safety orders of the California OSHA related to area of specialty.
- Uses and purposes of hand and power tools and equipment used in electrical work, construction, and general maintenance.
- Assembly and operation of labor saving devices such as personnel and material handling equipment.
- Knowledge of and skill at using a computer to access email and common office productivity and/or order processing software to access work related information.
- Sufficient math skills to make measurements and estimate costs.
- Sufficient human relations skills to work as part of a team and convey technical information to and from co-workers and contractors.

### **Abilities**

- Perform journeyman commercial electrical work skillfully and in a timely manner.
- Promptly respond to District emergencies.
- Operate vehicles and labor saving devices such as chain hoists and electric high-lift.
- Read and interpret drawings, sketches, blueprints, schematics, and building and fire codes.
- Estimate materials and labor for assignments.
- Install and lay out electrical installations.
- Make inspections and perform difficult installations, maintenance and report work.
- Observe safe work practices and handle hazardous materials according to accepted procedures.
- Complete training within a reasonable time in handling, storage, and disposal of hazardous materials, asbestos awareness, OSHA standards, and blood borne pathogens.
- Read and comprehend instructions, safety rules, policies and procedures, blueprints and schematics as they relate to electrical installations.
- Communicate effectively both orally and in writing.

- Understand and follow oral and written instructions.
- Prepare and maintain accurate records and reports.
- Apply effective reasoning to identify problems, apply sound judgment and solve practical problems.
- Maintain productive and cooperative working relationships with others.

### **Physical Abilities**

- Function indoors in a shop environment and/or outdoors in the field engaged in work of primarily an active nature.
- Ambulatory ability to walk and carry tools and apparatus for 400 yards.
- Sufficient strength and agility to lift load, move, push and pull objects of heavy weight (up to 70 pounds). Requires the ability to bend, stoop, and work in awkward positions.
- Hand and finger dexterity to operate specialized equipment and tools.
- Balance to work above ground.
- Climb (e.g. ladders and poles), stoop, bend, crawl, kneel, stoop and crouch on a regular basis.
- Visual acuity to read and observe diagrams, manuals, work conditions, and recognize color-coded wires and connections.
- Auditory ability to carry on conversations in person and with communications devices.
- Speaking ability to carry on ordinary conversations.
- Work in extreme temperature conditions.

### **Education and Experience**

High school diploma or equivalent plus specialized higher education or industry training in the electrical trade, and four years of journey-level experience in the installation, maintenance and repair of electrical systems and equipment.

### **Licenses and Certificates**

Valid California driver's license.

### **Mandatory Requirements**

Safe driving record. Must be insurable and maintain insurability by the District's insurance carrier(s).

### **Working Conditions**

Work is performed indoors and outdoors in extreme weather conditions where significant health and safety considerations exist from physical labor, handling of materials, exposure to machinery with moving parts, risk of electrical shock and possible exposure to blood borne pathogens.