

SKILLED MAINTENANCE - ELECTRICIAN**Job Summary**

Under supervision of the Maintenance, Operations, Transportation Supervisor, the Skilled Maintenance – Electrician is to perform skilled electrical work; perform journey level maintenance duties and responsibilities District-wide in the installation, troubleshooting, maintenance, and repair of electrical and high voltage circuits, systems and equipment; ensure the completion of projects in a timely manner and according to specifications; to perform semiskilled and skilled duties in other maintenance trade areas; to provide students, staff and the public with well-maintained and safe building infrastructure and facilities which directly supports learning; and to do other related work as required.

Qualifications:**Required:**

- High School diploma or equivalent
- Three years of experience as an electrician
- Valid California Driver License; Class C (Incumbent must be insurable at the “standard rate” by the employer’s insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)

Desired:

- Knowledge standard practices, methods, materials and equipment used in the building trade

Knowledge and Ability:

1. Knowledge of safety practices and procedures
2. Knowledge of journey level skilled electrical maintenance
3. Ability to operate equipment used in building maintenance
4. Ability to plan, organize and lay out work in accordance with blueprints, schematics, and building code requirements
5. Ability to troubleshoot and repairs electrical systems
6. Knowledge to prepare requisitions and maintain an adequate inventory of parts, supplies, and materials
7. Ability to drive a service vehicle to and from the work site
8. Ability to maintain simple records and files, and prepare complete and concise reports
9. Ability to understand and carry out oral and written directions
10. Ability to establish and maintain cooperative working relationships
11. Ability to work courteously and tactfully with co-workers, public, pupils and parents; and promote team building and a positive work environment
12. Ability to adapt easily to work assignments, additional priorities and new procedures
13. Ability to work without close monitoring and meet deadlines
14. Knowledge to be able to identify needs and solve problems independently as appropriate
15. Ability to suggest procedural improvements to supervisor as appropriate
16. Knowledge to handle difficult situations using good judgment

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Inspects facilities, systems and their components for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance
2. Installs electrical systems and components for the purpose of providing comfort, sanitation and safety within facilities
3. Diagnoses/repairs electrical systems and equipment for the purpose of ensuring the availability and proper operation of services and systems
4. Inspects electrical systems for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance
5. Installs electrical systems and equipment (e.g. bells, scoreboards, emergency lighting and back up generator systems, clocks, lighting circuits, security systems, transformers, conduit, computer lines, etc.)
6. Instructs school personnel on the available services and systems’ operation for the purpose of ensuring proper and efficient system usage and reducing service calls
7. Troubleshoots and repairs electrical systems (e.g. lighting, security systems, etc.) for the purpose of ensuring systems are in proper working conditions

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8. Maintain tools and equipment for the purpose of ensuring the availability of items in safe operating condition
9. Assist other maintenance personnel for the purpose of supporting them in the completion of their work activities
10. Perform journey level skilled maintenance primarily related to electrical systems
11. Repairs various items, systems and/or components for the purpose of ensuring that items are available and in safe working condition
12. Drives a service vehicle to and from the work site
13. Operate a variety of tools and equipment utilized in the performance of duties
14. Operate a computer
15. Perform heating and cooling repairs as needed
16. Other appropriate duties as assigned

Physical Requirements of this position are, but not limited to, the following:

1. Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects
2. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced
3. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve reaching, bending, stooping, walking or standing for extended periods
4. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job
5. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
6. Facility to stand for extended periods of time
7. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
8. Facility to hear and understand speech at normal room levels, and to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
9. Manual dexterity to operate a telephone; enter data into a computer; research data on computer
10. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
11. Physical ability to lift, bend, stoop, and to reach overhead
12. Facility to drive a car
13. Ability to constantly (6-8+ hours) walk, stand, bend neck, bend waist and squat; twist neck; twist waist
14. Ability to constantly (6-8+ hours) grasp with both right and left hand; pushing and pulling with both right and left hand
15. Ability to constantly (6-8+ hours) reach above shoulder level and to reach below shoulder level
16. Ability to frequently (3-6+ hours) crawl
17. Ability to occasionally (up to 3 hours) sit; kneel
18. Ability to lift up to 75 pounds
19. Ability to carry up to 75 pounds
20. Ability to sit 20% of time
21. Ability to walk 30% of the time
22. Ability to stand 50% of the time
23. Position requires the following:
 - Driving cars, delivery truck
 - Work around equipment and machinery
 - Walk on uneven ground
 - Exposure to excessive noise
 - Exposure to extremes in temperature, humidity or wetness
 - Exposure to dust, gas, fumes, or chemicals
 - Operation of foot controls or repetitive foot movement

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job