

**LA HABRA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

ELECTRICIAN/HVAC TECHNICIAN

Definition

Under the direction of the Director of Maintenance, Operations & Facilities, perform journeyman level electrical and HVAC work in the repair, installation and maintenance of district equipment and structures, heating, ventilation and air conditioning equipment and systems; perform other related work as required in the maintenance of District facilities.

Typical Tasks

- Repair, install, service and maintain electrical systems, including but not limited to interior and exterior conduit, lighting and power circuits, motors, control equipment, bell, clock and alarm systems, power equipment and tools, heating, ventilating and air conditioning equipment and systems.
- Replace switches, receptacles, and fuses. Install and maintain a variety of indoor and outdoor lighting fixtures and other electrical systems.
- Program automated controls systems. Diagnose electrical failure for District equipment and systems, and plan repairs.
- Inspect electrical equipment and installations for conformity with safety standards.
- Maintain and repair all elements of HVAC units, including but not limited to electrical, chemical and mechanical components. Repair or replace defective parts such as controls, thermostats, automatic switches, damper motors, relays, filters, belts and safety valves.
- Repair, service and maintain refrigerators and freezers.
- Read and interpret trade manuals, blueprints, specifications, shop drawings, and mark any changes or new installations on site plans.
- Communicate with District staff, both site and department, regarding upcoming and ongoing projects; prepare work orders as necessary; estimate costs of materials, supplies and labor; prepare and obtain approval for purchase orders; and maintain other records as required.
- Prepare estimates and keep records of time and material required for new installation or repair. Request and maintain an adequate supply of equipment and supplies for making repairs.
- Respond to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Assist with other maintenance areas, as assigned, by performing unskilled, semi-skilled duties, and other related work as required.
- Drive a District vehicle to various work sites, and maintain assigned vehicle, tools and equipment for the purpose of ensuring availability in a safe operating condition.
- Participate in meetings, workshops, trainings and seminars for the purpose of conveying and/or gathering information required to perform job skills.
- Perform other related duties as assigned.

Minimum Qualifications

Education: Completion of high school or General Education Diploma (GED).

Experience: Three years as a journeyman electrician required. Any combination of experience equivalent to two (2) years as a journeyman heating and air conditioning mechanic required. Experience in performing general building maintenance in any of the building maintenance trades is preferred.

Knowledge of:

- Principals of heating, air conditioning and refrigeration units.
- California State Electrical Safety Compliance Codes.
- Standard and acceptable shop procedures; operation, care and repair of tools and equipment.
- The methods, tools, materials, terminology and equipment used in the various building trades.
- Safety standards as set by OSHA; health and safety regulations and procedures.
- Standard and acceptable shop procedures; proper operation, care and repair of tools and equipment.
- Requirements of maintaining buildings, equipment and facilities in good repair.

Ability to:

- Install, repair and maintain electrical equipment and wiring systems.
- Diagnose defects, install, repair, maintain heating, ventilation, refrigeration and air conditioning.
- Perform skilled and semi-skilled work in the construction, renovation, maintenance and repair of buildings, facilities, furniture, and playground equipment.
- Organize work, create and maintain routine records related to work performed. Prioritize and schedule work; meet schedules and timelines.
- Read, interpret and work from blue prints, diagrams and specifications.
- Use test equipment and required tools of trade skillfully and safely.
- Interpret and adjust gauges and safety controls on equipment.
- Safely and proficiently operate a variety of maintenance, construction tools, and any equipment necessary to make repairs and installations.
- Observe legal and defensive driving practices.
- Work prolonged periods on roofs and in close quarters.
- Perform proper lifting techniques and heavy physical labor.
- Work independently or with a small crew in performing building interior/exterior maintenance duties.
- Keep accurate records and operate a computer.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.

License: Must have valid California Drivers License and be insurable.

PHYSICAL REQUIREMENTS

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this skilled maintenance tradesman category. These physical standards are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Work Environment:

While performing the duties of this job, the employee regularly works outdoors with exposure to seasonal heat, cold and adverse weather conditions. The employee may be required to work at varying heights. The employee will work near or with moving mechanical equipment such as jackhammer, power saw, etc. The employee will regularly work around flying debris, paint, gas, fumes, dust and odors. The employee must be able to meet deadlines with severe time constraints. The employee will work with various district employees in support of handling unskilled, semi-skilled and skilled maintenance work throughout the District.

Employees are provided with individual District work vehicles and must be able to drive the District vehicle to conduct work. Noise level in the work environment is usually moderate and occasionally will be very loud.

Physical Demands:

The physical demands of this position include frequent standing for extended periods of time and the use of hands and fingers to handle and to feel objects, tools, and controls with which to operate specialized equipment and tools. The employee frequently is required to reach with hands and arms to operate vibrating machinery. The employee frequently must squat, stoop or kneel, bend at the waist and reach above the shoulders, head and horizontally. The employee continuously uses hand strength to grasp tools and climb on to ladders and scaffolding. The employee must frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently reach overhead, above the shoulders and horizontally. The employee must frequently engage in heavy labor including the ability to lift and/or move up to 50 pounds such as a toolbox. Occasionally the employee will lift and/or move up to 100 lbs such as motors, jackhammers, furniture, lumber, etc. The employee will sometimes push/pull items such as furniture, playground equipment, rolls of fencing, bags of cement, cabinets, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to complete assigned work orders, read a variety of materials and inspect District facilities. Repetitive use of fingers and hands to operate a keyboard and other office equipment as needed to retrieve and complete routine work orders. The employee must be able to hear and speak to receive and exchange information.

Must pass pre-employment physical prior to first day of employment.

Salary Range: 38 **(Previously Range 35/Approved by Personnel Commission to change to Range 38 on 7-18-2017)**

Work Schedule: 1
Last Revised 12/7/2004

PRESENTED TO THE PERSONNEL COMMISSION:
October 2, 2012 (1st Reading)/ November 6, 2012 (2nd Reading)
July 1, 2014 (1st Reading)/August 5, 2014 (2nd Reading)
July 18, 2017 (1st Reading)/August 16, 2017 (2nd Reading)