

**LA HABRA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

ELECTRICIAN

Definition

Under the direction of the Director of Construction, Maintenance, Operations & Facilities or designee, perform journey-level electrical services with specific responsibility to identify repair, and/or replacement needs; install, repair, maintain and upgrade electrical systems and equipment; maintain all District electrical systems in working order; assist other skilled trades; and ensure that tools and materials are available at job site.

Essential Duties

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Coordinate with school personnel at job sites, supervisor and/or other maintenance personnel (e.g. create work orders, as part of a team on larger projects, etc.) for the purpose of completing projects and work orders efficiently in support of the education process.
- Diagnose causes of electrical problems or failures (e.g. power outage, school clock system malfunction, outlet failures, etc.) for the purpose of identifying equipment and/or systems repair.
- Estimate material and/or equipment quantities needed to complete work projects for the purpose of obtaining materials and assigning tasks to ensure job completion.
- Inform personnel regarding status of work orders (e.g. supervisory staff, other maintenance workers, school site personnel, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
- Install electrical system components (e.g. power outlets, interior and exterior light fixtures, electrical wiring and conduit, security alarm systems, school clock system, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.
- Maintain tools and equipment for the purpose of ensuring availability in a safe operating condition.
- Participate in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Perform routine and preventive maintenance (e.g. bell schedule updates, check wiring and fixtures, etc.) for the purpose of ensuring the ongoing functioning of electrical systems.
- Prepare written materials (e.g. open new work orders, complete work orders with time, labor and materials information, complete supply requests, etc.) for the purpose of documenting activities and/or conveying information.
- Procure equipment and supplies (e.g. switches, circuits, wiring, conduit, etc.) for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Repair electrical components and/or systems (e.g. motors, circuits, transformers, generators, compressors, switches, outlets, low-voltage systems, school clock systems, cathodic protection system, building security alarm system, etc.) for the purpose of ensuring a safe working condition.

- Respond as directed to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Review existing blue prints of District-wide electrical systems for the purpose of determining the efficient maintenance or installation of new or upgraded systems.
- Transport a variety of tools, equipment and supplies (e.g. switches, circuits, conduit, wiring, etc.) for the purpose of ensuring the availability of materials required at job site.
- Perform other related work as required in the maintenance of District facilities.

Minimum Qualifications

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency: Graduation from high school and three (3) years of skilled level electrical experience.

Experience: Job related experience within a specialized field is required. Experience in performing general building maintenance in any of the building maintenance trades is preferred.

Knowledge of:

Basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in installation, troubleshooting, maintenance, and repair of electrical systems/subsystems; troubleshoot/maintain mechanical, electrical, environmental systems/subsystems including control/balancing these systems; blueprints and schematics; safety precautions and procedures; and electrical codes and regulations.

Ability to:

Schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working independently and with interruptions.

Skills:

Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electrical systems; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices and handling hazardous materials.

License: Must have and maintain a California Driver's License and be insured. A good driving record is required. A 10-year DMV printout (H-6) will be required prior to employment.

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

Work Schedule: 1

APPROVED: July 20, 2021