

MAINTENANCE ELECTRICIAN

Series Specification
Maintenance Electrician
Lead Maintenance Electrician

DEFINITION

Under supervision of assigned supervisor/manager, this series specification describes two classes used to perform, plan and direct skilled electrical installation, repair, and maintenance work on a variety of electrical systems and equipment.

LEVEL DESCRIPTIONS

Maintenance Electrician: The journey-level class of the series. Under oversight of the Lead Maintenance Electrician, incumbents perform skilled electrical maintenance, repair and installation work.

Lead Maintenance Electrician: The lead level class of the series. In addition to the duties of the Maintenance Electrician, the Lead Maintenance Electrician assigns and reviews work of skilled electricians.

TYPICAL DUTIES

Both Levels: Incumbents lay out, assemble, install, test and repair such electrical fixtures and apparatus as conduits, wiremold; meters, transformers, switch gear, breakers, control boards, lights, fans, heaters, motor control centers, electronic controls, bell and buzzer systems, athletic field and outdoor lighting systems, clock systems, and wall, floor and ceiling receptacles; install interior and exterior wiring for equipment and appliances; hook-up back-up power generators to buildings and equipment when needed; assist or personally survey work and make job cost estimates; assist or personally develop specifications, diagrams and blueprints; requisition tools, materials and equipment; obtain quotes from vendors on equipment, repairs or services to be contracted out, and schedule and monitor the installation of these services; manage/prioritize work orders; prepare applications and plans for permits; make load reports; test circuits and equipment; analyze electrical failures, isolate troubles and formulate remedies for defective components; prepare job progress reports; inspect electrical systems and equipment and make safety checks at all District locations. Perform related duties as assigned.

Lead Maintenance Electrician: Train, assign and oversee the work of three or more regular Maintenance Electricians.

QUALIFICATIONS

EXPERIENCE

Promotional

General

Maintenance Electrician

None.

Completion of a formal electrical apprenticeship program, plus two years of experience as a journey-level

electrician; **OR**, six years of experience as a journey-level electrician.

Lead Maintenance Electrician

One year of experience in Los Rios Community College District as a Maintenance Electrician.

Meet the requirements as a Maintenance Electrician, plus an additional two years of experience as a journey-level electrician.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

SPECIAL REQUIREMENTS

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver's License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment is contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

Both Levels: Modern practices, materials, and processes of the electrical trade; methods of design, construction, installation, repair and maintenance of electrical equipment and systems, including medium and low voltage, electronic controls, and alarm systems; work-framing concrete and masonry construction related to electrical work; safe operation, maintenance and calibration of cabinet shop power equipment, electric power tools, and hand tools; applicable policies, regulations, procedures and processes, and federal, state, and local laws and regulations; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for correspondence and report writing at the level required to effectively perform the duties of the position; principles and practices of effective communication; how to train others to perform specific tasks; arithmetic at the level required to effectively perform the duties of the position; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment; safety procedures and safe work practices related to the duties of the position.

Lead Maintenance Electrician: Basic principles of leadership, oversight and training.

ABILITY TO

Both Levels: Perform the essential functions of the position; work from wiring diagrams, drawings and blueprints; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively

perform responsibilities; adapt to changing technologies; work successfully with diverse populations; effectively and safely use and maintain equipment and tools required in the performance of the job duties, including assigned vehicles.

Lead Maintenance Electrician: Effectively train, assign and oversee the work of others; oversee the proper use of personal protective gear and workplace safety; work with minimal direct supervision.

Physical and Environmental Factors: Perform physically demanding labor that may include standing and maneuvering for long periods of time; work in an outside environment subject to inclement weather conditions, possible and/or frequent exposure to sun, humidity, and high or low temperatures; exposure to dust and allergens; work around loud machinery, noise and/or pronounced vibration; regularly work with or exposed to hazardous materials such as oils, grease, solvents, glues, adhesives, cleaning and de-greasing solutions and other chemicals; reach, grasp, pull, push, and carry various equipment and furniture across various types of surfaces; frequent maneuvering, stooping, crouching, bending at waist and knees; maneuver, twist, crawl and work in confined and cramped spaces (such as attics, crawl spaces, etc.); frequent stretching, reaching and kneeling while operating tools and equipment; using proper bending and lifting techniques, lift and/or carry heavy objects up to 50 pounds, with or without assistance, from floor level to above shoulder level; climb and descend 8 to 16 foot ladders and/or stairs with heavy objects with or without assistance; work on multiple surfaces more than 12 feet above ground level; work on wet, slippery surfaces; wear personal protective and safety equipment when appropriate and/or required; operate and manipulate hand, electric and all types of structural tools and equipment; exposure to sharp blades from tools and equipment.

TYPICAL EQUIPMENT USE (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.