



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Maintenance Electrician

Established date: 7/1/2015

Revision date: 11/17/2015

GENERAL PURPOSE

Under general supervision, performs duties in the installation, modification, maintenance and repair of electrical and electronic systems, machinery, motors, devices, controls and related systems in District buildings and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Maintenance Electrician performs a wide variety of journey-level skilled duties in the installation, modification, maintenance and repair of electrical and electronic equipment, devices and systems, ranging from low voltage to 220 volts. Assignments are typically received in general terms, and incumbents are expected to act independently within the framework of established policies, procedures and objectives. This position is directly responsible to the Assistant Superintendent of Administrative Services or their designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 class.
2. Inspects, repairs, installs, services and maintains electrical systems, including conduit and duct systems, lighting and power circuits, switches, switchboards and fire alarms.
3. Installs, repairs, maintains, and services electrical motors, machines, appliances, equipment and forced-air heating and ventilation equipment.
4. Installs or replaces necessary interior and exterior wiring for equipment, appliances and lighting.
5. Installs, checks and performs repairs of electrical systems for intrusion alarms, lighting, clocks and fans; replaces fuses; replaces outlets and switches.
6. Observes and complies with federal and state electrical codes.
7. Operates a variety of tools and power equipment including saws, voltage tester, ohmmeter, multi-meter and other maintenance tools and equipment.
8. Works from sketches, plans, drawings, blueprints and specifications.
9. Diagnoses and resolves difficult electrical problems; observes safety of others and recommends precautionary action while repairs are in progress; coordinates with the utility company as required; conducts job walks with contractors and inspects the work of outside contractors.
10. Constructs, sets up and dismantles equipment and lighting for meetings and programs as directed.
11. Drives vehicles to and from work sites in order to transport tools, equipment, furniture and materials.
12. Assists in preventive maintenance and repair programs related to various trades.
13. Requisitions, stocks and maintains inventory of parts and electrical equipment.
14. Prepares and maintains detailed records of work performed including blueprints, sketches, diagrams and logs; completes and submits work orders and time sheets on a timely basis; attends meetings; participates in safety training.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods, procedures, tools and materials used in the installation, modification, maintenance and repair of electrical and electronic equipment, devices and systems common to a school district.

2. National Electrical Code and electrical safety codes.
3. Technical aspects of field of specialty.
4. Basic electrical theory and formulas.
5. Applicable health and safety regulations.
6. Correct English usage, including spelling, grammar and punctuation.
7. Recordkeeping, filing and basic purchasing procedures and expense reporting.
8. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

1. Perform skilled electrical and electronics work in the repair, maintenance, alteration and construction of District buildings and facilities.
2. Repair, install, service and maintain a wide variety of electrical systems and equipment.
3. Troubleshoot digital and analog circuits.
4. Make arithmetic calculations related to specialty quickly and accurately.
5. Work effectively with diagrams, blueprints, plans, sketches and specifications.
6. Use a variety of tools and machines standard in the trade.
7. Exercise sound judgment in the selection of proper materials and methods of performing work.
8. Estimate time, materials and equipment required to perform assigned duties.
9. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
10. Communicate effectively, both orally and in writing.
11. Understand and follow written and oral instructions.
12. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is:

Graduation from high school or GED equivalent or the completion of accredited training programs or electrician apprenticeship, and at least three years of journey-level electrical construction or maintenance work; or an equivalent combination of training and experience. Experience in a school district is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required. An Electrician certification or license is strongly preferred.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 60 pounds unaided or 100 pounds with assistance. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, drawings and specifications; analyze and solve problems; use shop math and mathematical reasoning; work under deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in a shop and field environment where the noise level is usually moderate. The employee regularly works in outdoor weather conditions; extreme heat or cold; wet, humid conditions; on ladders/scaffolding or in high, precarious places; on uneven or slippery surfaces; near moving mechanical parts and moving equipment. The employee is regularly exposed to fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The employee is frequently exposed to loud or prolonged noise from equipment. Work requires responding to on-call services as requested.

FLSA Designation:	Non-Exempt
EEO Category:	Skilled Craft Worker
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing