

## WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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**TITLE: SKILLED MAINTENANCE WORKER - ELECTRICIAN**

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**BASIC FUNCTION:**

Under the direction and supervision of the Executive Director, Facilities Planning, Maintenance, Operations and Transportation or designee, performs journey-level electrical work in the installation, maintenance, and repair of electrical systems and equipment; assures compliance with electrical codes and established safety procedures and requirements; assists in the performance of skilled work in other building trades areas as assigned.

**ESSENTIAL DUTIES:**

Performs journey-level electrical and specialized work involved in the installation, maintenance, repair and alterations of various electrical systems.

Inspects, repairs, installs, services, and maintains electrical systems including conduit systems, lighting, and power circuits, control equipment, switches, fans, fixtures, irrigation pumps and controls and shop machinery.

Inspects and diagnoses malfunctioning electrical systems and equipment; estimates materials required to perform necessary repairs.

Works from plans, drawings, blueprints, specifications, or verbal instructions; draw plans as needed.

Installs and/or replaces, as necessary, interior and exterior wiring for equipment, appliances, and lighting.

Installs and repairs interior and exterior electrical lighting systems; replaces fuses, incandescent and fluorescent bulbs, and fixtures.

Checks overloads and calculates ampere capacities of cables, circuit breakers, and load panels to ensure electrical equipment can be operated safely.

Operates a variety of electrical equipment and machinery such as testing equipment and devices, and hand tools; operates a motor vehicle as necessary to conduct work.

Operates assigned district vehicles in carrying out duties and responsibilities.

Observes and complies with federal, state and local, safety and electrical codes; establishes and implements prudent safety policies and procedures; observes safety of others, and recommends precautionary action if necessary while repairs are in progress.

Provides work direction and guidance to other maintenance personnel involved in the installation and repair of electrical systems and equipment.

Communicates with a variety of District and site personnel regarding electrical repairs and installations; responds to equipment failures and electrical problems.

CLASSIFICATION STATEMENT – SKILLED MAINTENANCE WORKER – ELECTRICIAN

Page 2 of 4

Maintain records of work projects. Establishes an estimated cost for materials and labor and a scheduled timeline in which to complete projects.

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**OTHER REPRESENTATIVE DUTIES:**

May be assigned to assist in the performance of other building maintenance trades functions by providing skilled, semi-skilled, or unskilled duties.

May be assigned to work on heating and air conditioning systems as needed.

May be assigned to work on low voltage controls as needed.

Performs other related duties as required or assigned.

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**ORGANIZATIONAL RELATIONSHIPS:**

Supervision: (1) Reports to and receives direction from the Executive Director Facilities Planning, Maintenance, Operations, and Transportation, or designee.

(2) Assigns work and supervises, on a project basis, maintenance personnel assigned to assist in the installation and or repair of electrical systems and equipment.

Internal Contacts: Continuing contact with other maintenance personnel, school principals, teachers, custodians, and other district personnel.

External Contacts: Continuing contact with material supply sources. Some contact with sales people and contractors.

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**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Material, methods, tools and equipment used in electrical installation, alterations and repair work.

Design, construction, installation, and maintenance of electrical apparatus and equipment.

Basic electrical theory and calculation of formulas, principles and practices of electrical systems including low-voltage systems.

Applicable laws, codes and regulations including fire, safety, handicap and related codes.

Health and safety regulations, and appropriate safety precautions and procedures in a school environment.

Reading and writing communication skills.

Operation of hand and machine tools used in the electrical trade.

CLASSIFICATION STATEMENT – SKILLED MAINTENANCE WORKER – ELECTRICIAN

Page 3 of 4

Proper methods of storing equipment, materials, and supplies.

Electrical components and circuits.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

**ABILITY TO:**

Perform journey-level electrical work in the installation, maintenance, and repair of electrical systems and equipment.

Make accurate arithmetic calculations related to specialty.

Read and work from blueprints, diagrams, shop drawings, sketches, and technical manuals.

Skillfully operate a variety of electrical tools and equipment used in the basic trade.

Operate a vehicle and observe safe, legal and defensive driving practices.

Understand and follow oral and written directions.

Interpret a variety of instructions furnished in written, oral, and diagram form.

Provide work direction and guidance to others as assigned.

Work independently with little direction.

Maintain routine records and logs.

Meet schedules and time lines.

Read, interpret, and follow rules, regulations, policies and procedures.

Establish and maintain effective working relationships with others.

Work courteously and tactfully with co-workers and public.

Prioritize and identify needs and solve problems independently as appropriate.

Adapt easily to work assignments, additional priorities and new procedures.

Receive constructive criticism and modify work appropriately.

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CLASSIFICATION STATEMENT – SKILLED MAINTENANCE WORKER – ELECTRICIAN

Page 4 of 4

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee frequently is required to stand, walk, stoop, kneel, crouch, climb or balance. The employee is regularly required to repetitively use fingers on both hands simultaneously, reach with hands and arms; talk and communicate clearly. The employee must frequently lift and/or move objects or materials weighing up to 50 pounds; occasionally move and/or lift 100 pounds with assistance. Specific vision abilities required by this job include close vision, depth perception, peripheral vision, and the ability to focus to see small details in the work environment.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, outside weather conditions, extreme heat, explosives, and vibration. The noise level in the work environment is moderate.

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**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: (1) graduation from high school; and (2) three (3) years of Journey-level electrical maintenance experience.

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**LICENSES AND OTHER REQUIREMENTS:**

Possession and maintenance of a valid California Driver's License.

Insurability by the District's insurance carrier.

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<b>PREPARED BY:</b>	<u>Classified Personnel Department</u>	DATE: 2/89
<b>APPROVED BY:</b>	<u>Board of Trustees</u>	DATE: 5/11/89
<b>APPROVED BY:</b>	<u>Personnel Commission</u>	DATE: 5/11/89
<b>REVISED BY:</b>	<u>Personnel Commission</u>	DATE: 6/20/06
<b>REVISED BY:</b>	<u>Personnel Commission</u>	DATE: 10/25/2016