



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

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## **Maintenance Electrician**

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### **JOB SUMMARY:**

Under general supervision of the Director of Maintenance, Operations and Facilities or designee, performs skilled journey level work in the alteration, installation, maintenance, and repair of various electrical equipment and systems at school sites and other District facilities.

### **CLASS CHARACTERISTICS:**

This classification performs highly advanced electrical work. Duties are performed at the “expert” level in the area of an electrician. Incumbents independently perform regular electrical duties of electrical staff including the more complex maintenance and repair tasks. Provides functional leadership to maintenance helpers, including guidance and instructions, techniques, methods, and procedures for accomplishing assigned tasks and solving problems. Incumbents may be assigned to perform a wide range of maintenance work at an unskilled, semi-skilled or skilled level in other trades as needs arise.

### **REPRESENTATIVE DUTIES:**

#### **Essential Duties:**

- Install, inspect, test, troubleshoot, repair, maintain and service a variety of electrical equipment and systems including:
  - Signal systems, clocks and building safety and security systems;
  - Power circuits, conduit and duct systems, switchboards, transformers, switches and relays, motor driven appliances and devices, generators, and control equipment;
  - Interior and exterior lighting systems, e.g., fluorescent fixtures, lamps, ballasts, sensors, energy saving Quartz, Halogen, LED, and Mercury Vapor lights;
- Install interior and exterior wiring for equipment and appliances;
- Interpret electrical plans, specifications and codes, regulations and safety orders;
- Rewire, rebuild, modify existing equipment and systems;
- Coordinate repair and installation of electrical equipment and systems with outside electrical contractors as needed.
- Test and inspect fire alarm systems. Complete and maintain required inspection forms;
- Perform maintenance or replace smoke and heat detectors, bells, horn strobes, pull stations, and fire alarm control panels;
- Plan, engineer, and install new fire alarm components in accordance with NFPA-72 guidelines;
- Utilize a wide variety of tools, equipment and test devices common to the electrical trade;
- Plan, lays-out own work and that of assigned helpers, direct work of assigned helpers, may also act as a helper in other trades;
- Prepare reports; inventories, requisitions materials and supplies;
- Operate District vehicles.

**Other Related Duties:**

- Direct the work of assigned helpers.

**SUPERVISION:**

Daily supervision is received from the Maintenance and Operations Supervisor. Leads and/or directs the work of assigned helpers. Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:****Knowledge of:**

- General safety awareness, emergency procedures, proper hand/power/motorized tool management, rigging methods and digging techniques;
- Applicable provisions of the Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) regulations;
- National Electrical Code (NEC), local requirement codes, and their required calculations;
- Basic electrical theory and formulas, series, parallel, and combination circuits;
- Various types of conductor and insulators, conductor installation techniques, circuit protections;
- Conduit and wiring support systems recognized by Code;
- Procedures for laying out various types of bends, and making bends when fabricating conduits;
- Function, operation, and requirements for various panel boards, switch gear, lighting systems, motors, overcurrent protection devices, grounding systems;
- Methods, tools, materials, used in electrical installation and repair work;
- Design, construction, installation, maintenance and repair of electrical apparatus.

**Ability to:**

- Perform skilled work in the installation, repair, modification and maintenance of a wide variety of high and low voltage (480v to 24v) electrical and signal systems and equipment;
- Cable assembly wiring methods recognized by Code;
- Install wires, panels, grounding systems, transformers, lighting protection systems, conductors, motors, and connections to electrodes,
- Diagnose and resolve electrical problems;
- Use a variety of electrical diagnostic equipment and repair tools;
- Understand and work from diagrams, technical manuals, plans, blueprints, oral and written instruction;
- Plan, layout work, estimate time, materials and cost needed to complete assigned tasks;
- Instruct and lead work of assigned helpers;
- Coordinate repairs and installation requirements of electrical equipment and systems with outside electrical contractors;
- Perform a wide variety of general maintenance and repair work;
- Operate motor vehicle equipment;
- [YN1] Operate a personal computer, email, internet computer applications, and applicable related software; Lead and coordinate the work of assigned helpers;
- Establish and maintain effective interpersonal relationships and effectively communicate using

tact, patience and courtesy in a manner that reflects positively on the District;

- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

### **EMPLOYMENT STANDARDS:**

#### **Education:**

- High school diploma or equivalent;
- Completion of an Electrical/Electrician Apprenticeship Program registered by the Department of Industrial Relations;
- Completion of a C-10 Electrician State Contractor's license desirable.

#### **Experience:**

- Four (4) years of experience performing advanced journey level electrician work preferably for a school district, government entity, or commercial building.
- Journey level as defined by Contractor's State Licensing Board: Journey-level experience applies to a person who has completed an apprenticeship program or is an experienced worker, not a trainee, and is fully qualified and able to perform a specific trade without supervision.

#### **Licenses Required:**

- Possession of a valid and appropriate California Driver License.

### **PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical 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.

#### **Work Environment:**

This job operates in a school facilities and grounds environment, predominately standing and walking. The noise level is typically within moderate noise level range. The incumbent is subjected to inside and outside environmental conditions with seasonal weather changes; exposed to hazards including moving mechanical parts, sharp objects, scaffolds, caustic chemicals, moving vehicles, and risk of electrical shock. The role occasionally works around flying debris, paint, gas, fumes, dust, and odors. The incumbent has direct and indirect contact with public and other district staff. There may be occasional exposure to blood borne pathogens. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

#### **Physical Demands:**

While performing the duties of this job, the position is continuously required to stand and walk for extended periods of time. The position continuously requires the incumbent to stoop, kneel, crouch, talk, hear, reach within an arms' length, and use repetitive motions of the wrists, hands, and fingers to handle and feel objects, tools, and controls. The position frequently requires the gripping and grasping of specialized powered tools. Occasionally, the incumbent will sit to complete paperwork and drive District vehicles to and from locations. Occasionally, the position requires climbing of the ladder, stairs, or

holes, and crawling along the irrigation line to diagnose, install or repair. The position involves little to heavy physical efforts, frequently exerts up to 25 pounds of force to lift and carry; occasionally exerts up to 75 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such installation of electrical system, ability to work in various lighting conditions, and other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

**SALARY RANGE**

Range 41

Classified Bargaining Unit

Last revised 12/12/02, 8/10/06, 4/10/14

Job Description Review and Revisions Effective: 4/13/17