



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** ELECTRICIAN  
**REPORTS TO:** Maintenance & Operations Officer **SITE:** District Office - M&O  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** 12 Month  
**SALARY:** Range 254 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** October 23, 2014

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#### **JOB SUMMARY:**

Under general supervision perform journey level electrical work in the inspection, repair, alteration, construction, installation, maintenance and repair of electrical circuits, equipment, and wiring systems; perform other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

Positions in this class require skill obtained through a formal apprenticeship in the electrical trade. The supervisor makes assignments by defining objectives, priorities and deadlines; and assists employees with unusual situations, which do not have clear precedents. Employees are expected to carry out work assignments and handle routine problems without supervision. Completed work is usually reviewed in detail. The work requires considerable and strenuous physical exertion such as frequently climbing tall ladders, lifting heavy objects, and crouching and crawling in restricted areas.

#### **ESSENTIAL FUNCTIONS:**

1. Install, service, inspect, test, repair and maintain electrical systems 0-480 volts including circuit boxes, conduit, light and power circuits, electrical control equipment, switches, transformers, bell and alarm systems, intercom and buzzer systems, clocks and fire alarm systems, video coaxial cable, computer, and run telephone and cable lines; locate and troubleshoot low voltage circuits and other electrical connections and equipment.
2. Replace switches, inlet receptacles, fuses, ballasts, and light fixtures; run new electrical wiring and terminate connections when required.
3. Analyze circuits, wiring diagrams, and drawings to install, repair, calibrate, service, or replace electronic devices and systems.
4. Inspect electrical equipment and installations for conformance with safety standards and electrical code regulations; properly store and/or remove hazardous waste resulting from electrical work; maintain work area in a safe and clean condition.
5. Service and repair pumps, motors and other electrical equipment; repair switches and fixtures.
6. Keep records of time spent on projects and inventory of materials.
7. Assist in installing refrigeration, air conditioning, and heating equipment.
8. Assist in the design, planning and installation of computer labs as assigned.
9. Assure work complies with applicable laws, codes, ordinances and regulations.

#### **Employment Standards:**

- Candidates must be able to perform essential duties 1-9 with or without reasonable accommodation.
- Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

## **QUALIFICATIONS:**

### **EDUCATION/TRAINING EXPERIENCE:**

- High school diploma or equivalent plus completion of an accredited apprenticeship electrician program.
- Four (4) years of experience performing journey level electrical work.

### **KNOWLEDGE OF:**

- Materials, equipment, and safety rules and regulations used in electrical installation and repair work.
- Principles of electrical and electronic theory.
- National Electric Code, and local electrical installation and wiring ordinances; laws, rules and regulations related to assigned activities.
- Health and safety regulations and procedures.
- Basic record-keeping techniques.
- Electrical blueprints.
- Time, cost and material requirements for assigned types of work orders and projects.
- Welding and soldering techniques.
- Proper methods of storing equipment, materials and supplies.
- Work hazards and safe work practices including OSHA regulations, as they relate to the Electrician.
- Disaster Preparedness Plan.
- District's online work order system (School Dude).

### **EXPERIENCED WITH:**

- Perform skilled electrical work in the repair, alteration, construction, and installation and maintenance of electrical systems, wiring and equipment.
- Operate specialized machinery, equipment and tools utilized in the repair, installation and maintenance of electrical systems.
- Interpret and work from sketches, drawings, diagrams, and blueprints.
- Make arithmetic computations to measure and estimate materials requirements.
- Prepare rough sketches and cost estimates.
- Work safely on ladders, scaffolds, railings, and roofs of varying heights and use tools and equipment safely.
- Set work priorities and work independently.
- Speak, read and write in English, and follow written and oral instructions.
- Prepare basic work service reports; record-keeping techniques.
- Troubleshoot electrical problems, and develop appropriate solutions.
- Observe health and safety regulations.
- Meet schedules and time lines.
- Establish and maintain effective working relationships; work cooperatively with others.
- Observe legal and defensive driving practices.
- Maintain routine records related to work performed.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.

- Handle emergency situations properly; report and respond to supervisors and/or public safety authorities; adopt safe course of action.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and noise from equipment operation.
- Emergency call out.

**HAZARDS:**

- Working around and with machinery having moving parts.
- Exposure to high voltage and electrical shock
- Working at various heights.
- Working in a cramped or restrictive work chamber.

**PHYSICAL DEMANDS:**

- Ability to be alert to ensure safety and successful completion of essential functions.
- Ability to read blueprints and other printer materials.
- Color vision to distinguish color coded wiring and parts.
- Ability to hear conversation and to hear sound from machines and equipment.
- Ability to receive instructions and relay information.
- Ability to reach overhead above the shoulders and horizontally, agility to walk, bend at the waist, kneel or crouch, stoop, climb on ladders, and to crawl in small places.
- Ability to stand for extended periods of time.
- Ability to lift, carry, push and pull objects and equipment weighing up to 50 lbs., and move up to 100 lbs., using a dolly or hand truck.

**LICENSE/OTHER REQUIREMENTS:**

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.