



SAN MATEO UNION HIGH SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** ELECTRICIAN, FOREPERSON  
**REPORTS TO:** Maintenance & Operations Officer **SITE:** District Office - M&O  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** 12 Month  
**SALARY:** Range 257 – 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; train new employees, assign work tasks, and oversee completion of electrical work in lead capacity; participate in evaluating the performance of electricians; provide performance feedback to Managers for Electrician personnel evaluations; and perform related duties as assigned.

**CLASS CHARACTERISTICS:**

Positions in this class have lead responsibility for assigning work tasks to a work crew, inspecting completed work, and training new workers. In addition, lead workers are expected to perform the full range of duties assigned to Electricians. Employees in this class are expected to use initiative to set work priorities, schedule task, and respond to immediate requests for electrical services. The Foreman will ensure all Electricians are compliant with District guidelines and policies.

**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, school master clock 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, light fixtures, lighting control systems and relays; 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, audio visual electrical, smart boards, scoreboards, and security 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. Repair all types of school equipment including kitchen equipment, scales, science room equipment, and Public Address (PA)/sound equipment.
7. Maintain, repair and install (Dial) Plain Old Telephone Service (POTS) telephones, alarm dialers, elevator emergency phones, and closed circuit TV systems.

8. Install test and troubleshoot Data networks including Cat 5 and 6, and fiber optic cable. If needed.
9. Maintain, repair, and install uninterruptible power supply (UPS) systems for District's data networks, if needed.
10. Maintain, repair, and install emergency lighting systems and provides certification as required by local government agencies.
11. Work with and oversee contractors working on District electric projects as requested.
12. Create and process reports accurately, and generate periodic report adequately.
13. Keep records of time spent on projects and inventory of materials.
14. Review and check work projects for proper completion and sign off on completed work projects/orders; maintain computerize work order requests and update status.
15. Lead a crew of Electricians; assign tasks and inspect work upon completion; train new workers, work on the most complex electrical jobs; ensure daily work assignments and immediate projects are completed according to District and Industry Standards.
16. Communicate with school site staff to review work plans, assess priorities, and resolve minor employee relations problems involving Electrician workers.
17. Assist in installing refrigeration, air conditioning, and heating equipment.
18. Assist in the design, planning and installation of computer labs as assigned.
19. Assure work complies with applicable laws, codes, ordinances and regulations.
20. Participate in any training and pass/obtain any credentials or licenses required by code or law.
21. Ensure that all Electricians are in legal compliance to perform work on school sites.
22. Ensure all Electricians are current on all District policy and trainings, as well as Personal Protective Equipment (PPE) usage.

#### EMPLOYMENT STANDARDS:

- Candidates must be able to perform essential duties 1-22 with or without reasonable accommodation.
- Maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

#### QUALIFICATIONS:

##### EDUCATION/TRAINING EXPERIENCE:

- High school diploma or equivalent plus completion of an accredited apprenticeship electrician program.
- California Electrical License.
- Five (5) years of experience performing journey level electrical work.
- One year of experience in a lead capacity is desirable.
- Siemens MXL Fire alarm training certification is a plus.

##### 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; work with live voltage up to 208.
- Disaster Preparedness Plan.
- District's online work order system (School Dude).

**ABILITY TO:**

- 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.
- Generate periodic work reports.
- Troubleshoot electrical problems, and develop appropriate solutions.
- Evaluate situations and use good judgment in taking action.
- Demonstrate proper work methods and evaluate work performance.
- Manage several tasks simultaneously.
- Respond appropriately to work requests placed by school site administrators.
- 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 ensure safety and successful completion of essential functions.
- Ability to read blueprints and other printer materials.
- Ability 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 200 lbs., using a dolly or hand truck.

**LICENSES AND OTHER REQUIREMENTS:**

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must maintain a valid California – State Electricians License.
- 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.