

ELECTRICIAN FOREMAN

DEFINITION

Under direction, lead and perform skilled electrical work in the repair, alteration, construction, installation, and maintenance of electrical systems and equipment; perform semiskilled and skilled functions in other trade areas; and do other related work as required.

ESSENTIAL FUNCTIONS

Inspect, repair, install, test, service, and maintain all types of electrical systems, including medium to high voltage conduit and duct systems, light and power circuits, motorized appliances and tools, generators, equipment, switches and controls, switchboards, fans, bells, buzzers, clocks, and fire alarm systems; inspect, repair, and install area networks; install interior and exterior wiring for equipment and appliances; wire newly constructed and altered structures; replace circuit breakers panel boards; assemble, install, and maintain lighting fixtures and lighting systems; plan, organize, and lay out assigned tasks; coordinate and direct the work of others; install and maintain heavy machinery and power tools; requisition and maintain an adequate inventory of supplies, parts, materials and necessary records; occasionally may install all types of computer, phone, and television cables; estimate labor and material costs; drive a service vehicle to and from work sites; may provide input into the performance evaluation of employees reporting to foreman.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, practices, materials, tools, and equipment used in the electrical trade;
Electrical codes and regulations applicable to school facility maintenance, repair, and construction;
Safe working methods and procedures.

Ability to:

Skillfully use tools and equipment in performing electrical installation, maintenance, and repair activities;
Plan, organize, and lay out electrical work;
Assist and coordinate with and provide information to outside vendors, contractors, etc.;
Determine the existence of asbestos;
Accurately estimate labor and material costs;
Work from diagrams, blueprints, shop drawings, sketches, shop plans, and specifications;
Maintain simple records and prepare complete and concise reports;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in modern electrical repair and maintenance.

Experience:

Two years of experience as a journeyman level electrician.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California driver's license; have an acceptable driving record; qualify for insurability by the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Heavy work involving lifting, carrying, pushing and/or pulling of objects weighing up to 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds. Physical dexterity in limbs and digits to operate hand and power driven tools and equipment commonly used in the electrical trade, and perform strenuous manual labor; ability to bend, stoop, grasp, and reach.

Working Conditions:

Duties may involve working off the ground using ladders, scaffolds, and/or mechanical lifts. Working with high voltage lines.

Pre-placement Physical: Class II

08/99