



## Job Description

**POSITION CODE:** 616  
**Classified Group:** CSEA  
**Salary Range:** 38  
**Work Days:** 261  
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**POSITION TITLE:** Lead Electrician

**DEFINITION:** Under general supervision, performs skilled electrical work in the repair, alteration, and installation of electrical equipment and wiring systems. This is the working lead level.

**DIRECTLY RESPONSIBLE TO:** Supervisor, Mechanical Maintenance

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Attends pre-construction meetings and inspects pre-construction blueprints in order to provide input for upcoming projects.
2. Establishes priorities for the shop; plans, assigns, inspects, and directs the work performed by district Electricians.
3. Attends pre- and post-construction walkthroughs at sites for conformity with codes and regulations.
4. Conducts on-site surveys of work to be performed.
5. Computes time and material costs by estimating labor hours and ordering materials by telephone, fax, or online.
6. Coordinates with other shops and departments to complete work.
7. Ensures safety precautions are observed.
8. Interprets electrical plans and specifications for conformity with codes and regulations.
9. Installs, repairs, and maintains district electrical and lighting systems.
10. Installs conduit, wires, switches, outlets, plugs, underground cables, power circuits and panels, transformer panels, and other wiring required for electrical and lighting systems.
11. Installs necessary interior and exterior wiring for equipment and appliances such as kilns, shop equipment, heating and air conditioning systems, hot water heaters, scoreboards, kitchen appliances, pumps, and generators.
12. Installs and repairs a variety of lighting systems including gymnasium lights, outdoor lighting systems, drop lights, and pool lights.
13. Replaces breakers, panels, low voltage transformers, and ballasts in lights.
14. Checks circuits and breakers for power to equipment.
15. Inspects building wiring, panels, and electrical fixtures and rectifies unsafe conditions.
16. Ensures all work performed conforms to electrical and safety codes.
17. Reads and interprets blueprints, diagrams, and schematics.
18. Operates aerial lift, lift truck, scissor lifts, and a variety of hand and power tools.
19. Maintains inventory of parts and supplies.
20. Connects building power lines to existing high voltage lines.
21. Installs and connects electrical service to new facilities including portable classrooms and trailers.
22. Initiates, modifies, and closes work orders in automated system.
23. Installs explosion proof wiring in gas pumps, auto shops, spray booths, or where required.
24. Delivers and erects scaffolding.
25. Performs related work as required.

## **QUALIFICATIONS:**

### Education and Experience:

Completion of a formal apprenticeship program or electrical trade school; extensive journey level experience, preferably in commercial electrical installations and maintenance.

### Licenses and Certificates:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license
- Valid California Electrician Certification or California Class C-10 Contractors license
- Must possess or attain an Aerial Lift Operator Safety Certification within 12 months of employment

### Knowledge, Skills, and Abilities:

- Knowledge of standard practices, methods, materials, tools, equipment, hazards, and safety precautions of the electrical trade
- Knowledge of the principles of electricity and electrical theory
- Knowledge of occupational hazards used in working with electricity up to 480 volts
- Knowledge of applicable building, safety, and electrical codes
- Knowledge basic math, fractions, algebra, and Ohm's Law
- Knowledge of parts, fittings, and boxes used for commercial installations
- Knowledge of lighting control panels and lighting systems
- Knowledge and skill in use of computers and assorted software programs
- Knowledge and skill in installing and repairing electrical equipment and wiring systems and in using tools and equipment associated with the trade
- Ability to read and understand blueprints, diagrams, schematics
- Ability to prepare rough sketches of work and estimate materials and labor
- Ability to understand and follow verbal and written instructions
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to maintain consistent, punctual and regular attendance

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor and outdoor work environment
- Seasonal hot/cold weather
- Moderate to loud noise from equipment
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Inspect documents and other written materials with fine print
- Distinguish color coded wiring
- Transport, move, and lift up objects weighing up to 75 pounds
- Move about schools and facilities to conduct work, including climbing, balancing, crawling under buildings, bending, stretching, stooping, kneeling, crouching, working in small and enclosed spaces, and remaining in a stationary position for long periods of time
- Ascend/descend ladders and scaffolding
- Operate tools and equipment requiring repetitive hand movement and fine coordination

- Communicate to exchange information in person, with small groups, and/or on the telephone

Hazards:

- Work near moving mechanical parts
- Work in high, precarious places or below ground level
- Risk of electric shock
- Exposure to vibration

Other Characteristics:

- Willingness to respond to emergency calls at night and/or on weekends

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

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| Board Approved: | 8/9/2017   |
| Adopted:        | 6/1/1972   |
| Revised:        | 4/1/1974   |
| Revised:        | 6/29/1982  |
| Revised:        | 3/17/1995  |
| Revised:        | 12/20/2016 |