NATOMAS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION:	Maintenance Specialist III - Electrician	**FLSA:**	Non-exempt
DEPARTMENT/SITE:	Maintenance & Operations	**SALARY GRADE:**	13
REPORTS TO:	Director of Maintenance & Operations		

OVERALL OBJECTIVE AND SUMMARY

Performs a variety of highly skilled work in the maintenance, alteration, and repair of electrical and certain mechanical systems. Works primarily in the electrical field of specialization requiring a license or professional designation, yet is fully qualified and capable of performing all duties of a Maintenance Specialist II.

DISTINGUISHING CHARACTERISTICS

This is an upper-level non supervisory position in the series, requiring formal training and credentials in the electrical area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects, repairs, installs, services, and maintains electrical and related mechanical systems of the District. Prepares schematic diagrams of work and estimates of materials and labor.
- Performs a variety of electrical repair and maintenance duties. Installs, adjusts, repairs or replaces electric lights, motors, heaters, generators, transformers, switchboards, and other electrical apparatus. Installs transmission lines for electrical equipment.
- Determines priorities for requisitioning materials and supplies. Keeps tools and equipment in good condition.
- Operates electrical power generating equipment. Operates electrical equipment. Guides and provides instruction for Maintenance Specialists who are assisting on specific assignments.
- Periodically conducts tests of emergency power generation capabilities and equipment. Maintains equipment and assures its ability to operate without notice.
- May perform certain low voltage electrical duties related to HVAC, such as flow testing and instrument calibration.
- Reads and interprets blueprints, maps, schematic wiring diagrams, and specifications. Maintains required records and makes reports. Prepares reports on work completed and materials used.
- May provide support to Information Technology by routing electrical and telecommunications lines, installing surge protection, and troubleshooting problems.
- May be expected to perform or provide support to other skilled areas such as Carpentry, Painting, Plumbing, HVAC, and general maintenance in alignment with job duties.
- Performs related duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills:

- Requires a thorough knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts, and setups used in the electrical trade.
- Requires a thorough knowledge of the uses and operation of hand and power tools, and equipment.
- Must know and understand all pertinent Federal, State and local laws, codes, and regulations in area of specialization. Must be thoroughly familiar with safety orders of the Industrial Accident Commission related to area of specialty.
- Must have leadership skills sufficient to lead and instruct others.

Ability to:

- Requires the ability to perform all of the essential duties in the area of specialization at the journey level with minimal supervision.
- Must be able to use and maintain all of the tools, equipment, vehicles used during routine performance of duties.
- Requires the ability to plan, schedule, and execute projects.
- Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency.
- Must be able to understand and follow oral and written instructions, maintain detailed records and schematics; and interpret plans and specifications.
- Must be able to obtain cooperation of and maintain harmonious relations with the employees in other departments contacted during routine performance of duties.
- May require the ability to work variable schedules and travel to various sites to complete projects and support special events.

PHYSICAL ABILITIES

This position requires:

- Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds on a regular basis.
- Climbs (e.g. ladders), stoops, kneels, and crouches on a regular basis.
- Requires sufficient hand eye coordination, hand and finger dexterity including ability to grasp small devices as well as common tools, and visual acuity to operate equipment, read small incremental instrumentation, and read technical and safety information.

EDUCATION AND EXPERIENCE

High School diploma or equivalent plus completion of a formal apprenticeship (4 years) or college certificate in the specialized electrical trade is required. Minimum of four more years of experience at the journey level is required.

LICENSES AND CERTIFICATES

- Requires an electrician license or equivalent professional designation.
- Requires a valid driver's license.