NATOMAS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION:	Maintenance Specialist IV - Electrician and Alarm Technician	**FLSA:**	Non-exempt
DEPARTMENT/SITE:	Maintenance and Operations	**SALARY GRADE:**	17
REPORTS TO:	Director, Maintenance and Operations or Designee		

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, but is required to perform regular duties in other areas of specialization as needed. This is a senior-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.
- Accesses and retrieves work orders using District work order system.
- 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.
- Programs, troubleshoots, maintains, repairs, and provides other skilled work on District-wide intrusion and fire alarm.
- Provides support in the programming, replacement, and repair of District-wide clock and select public announcement (PA) systems.
- Provides support in the maintenance and repair of District-wide signage and scoreboard systems.
- Updates and maintains alarm codes District-wide, including fire and intrusion alarms.
- 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.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, techniques, materials, tools, equipment, layouts and setups used in the electrical trade.
- Uses and operation of hand and power tools and equipment.
- All pertinent Federal, State and local laws, codes and regulations in area of specialization.
- Safety orders of the Industrial Accident Commission related to area of specialty.
- Leadership skills sufficient to lead and instruct others.

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.
- plan, schedule, and execute projects.
- Take initiative to independently develop methods and techniques in the interest of effectiveness and efficiency.
- Understand and follow oral and written instructions, maintain detailed records and schematics; and interpret plans and specifications.
- Obtain cooperation of and maintain harmonious relations with the employees in other departments contacted during routine performance of duties.
- Work variable schedules and travel to various sites to complete projects and support special events.

PHYSICAL ABILITIES

This position requires:

- 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

- Valid driver's license
- Electrician license or equivalent professional designation