MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Electrician

REPORTS TO: Maintenance Manager

DEPARTMENT: Maintenance, Operations & Facilities

CLASSIFICATION: Classified

SALARY: Teamster Range 533

BOARD APPROVED: April 16, 2025

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs a variety of perform skilled electrical work in the repair, alteration, and installation of electrical equipment and wiring systems, in accordance with trade standards, in order to keep district facilities properly cared for and maintained as required. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Install, maintain, and repair electrical wiring, lighting, outlets, switches, circuit breakers, transformers, panels, and other electrical components. **E**
- Diagnoses and troubleshoot electrical malfunctions, short circuits, power failures, and other electrical issues for the purpose of identifying repair and replacement needs. **E**
- Upgrade and retrofit electrical systems to meet current code requirements and energy efficiency standards. **E**
- Install and maintain emergency lighting, fire alarm systems, and backup generators. **E**
- Ensure compliance with the California Electrical Code, Title 24 Energy Regulations, and other relevant safety standards.
- Operate and maintain tools and equipment, including voltage testers, oscilloscopes, conduit benders, and other electrical tools. **E**
- Perform underground cabling and conduit locating activities as well as maintain and repair overhead lighting and power devices and systems by using lifts, boom trucks and/or bucket trucks. **E**
- Repair and maintain electrical equipment; install and replace lamps, light fixtures, ballasts, switches, fuses, conduit, cabling and other electrical accessories; and repair and replace power cords, equipment and machines. **E**
- Establishes and maintains records of preventative maintenance programs and other records of work performed.

- Inspects facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and makes informed recommendations for major maintenance and repair to appropriate staff.
- Analyzes blue prints, schematics, and drawings of Electrical systems for the purpose of determining the efficient installation of new or upgraded systems.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Estimates materials and equipment needed to complete work projects for the purpose ensuring timely completion of projects.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purpose of completing the job to General Maintenance Workers, as needed.
- Transports variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Thorough knowledge of California Electrical Code, Title 24, and National Electrical Code (NEC) regulations.
Ability to diagnose electrical problems and implement effective solutions.
Proficiency with electrical tools, meters, and testing devices.
Knowledge of low-voltage systems (e.g., fire alarms, intercoms, data cabling) is a plus.
Ability to work independently and as part of a team.
Strong organizational and communication skills.
Basic understanding of HVAC systems and their electrical components.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. Successful completion of a recognized Electrical apprenticeship program or five years of experience in commercial Electrical construction, installation, alteration, or repair work, of which 2 years must have been at the journey-level. Verification Required.

LICENSES AND CERTIFICATES:
Possession of a valid California driver's license is required.
California General Electrician Certification (preferred)

OTHER QUALIFICATIONS:
Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.