

CLASS SPECIFICATION

Lead Electrician

Range 51

GENERAL PURPOSE

Under general supervision of the Director for Facilities Planning and Operation and/or Designee, schedules, assigns, leads and participates in the work of journey-level personnel engaged in the design, construction, installation, modification, maintenance and repair of electrical and electronic systems, machinery, motors, devices, controls and related systems in District buildings and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Lead Electrician is an advanced journey-level, working lead class, providing technical assistance, training and lead worker duties for a staff of journey-level electricians. In addition, the Lead Electrician requires a minimum of three (3) years journey-level electrical construction experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Provides lead work direction and guidance to staff; plans and assigns work to staff; provides training and technical assistance; inspects and evaluates work performed; identifies problem areas and directs remedial action to be taken; provides input to the evaluation of assigned staff; ensures that activities are carried out in a safe manner and that established policies, procedures and safety measures are followed.
2. Maintains daily work schedule for electrical shop and contractors; meet with contractors and engineers to discuss required work; inspects work completed by staff and contractors; maintains records of completed work orders, including time and materials.
3. Provides training and instruction on use of various equipment; participates in troubleshooting electrical systems.
4. Orders and maintains an inventory of tools and materials for the District's electric shop.
5. Inspects, repairs, installs, services and maintains electrical systems, including conduit and duct systems, lighting and power circuits, transformers, generators, control equipment, switches, switchboards and fire alarms, communications/Public Address (PA) system, and intrusion/security alarm systems.
6. Install and/or replace data cabling.
7. Installs or replaces necessary interior and exterior wiring for equipment, appliances and lighting.

8. Installs, checks and performs repairs of electrical systems for intrusion alarms, lighting, intercom, systems, clock and bell systems, heating, ventilation and air conditioning; replaces fuses; replaces outlets and switches.
9. Observes and complies with federal, state and local electrical codes.
10. Operates a variety of tools and power equipment including saws, voltage tester, ohmmeter, multimeter and other maintenance tools and equipment.
11. Works from sketches, plans, drawings, blueprints and specifications.
12. Diagnoses and resolves difficult electrical problems; observes safety of others and recommends precautionary action while repairs are in progress.
13. Plans, implements and performs energy conservation measures to comply with state regulations.
14. Maintains a variety of records of completed work, including blueprints, sketches, diagrams and logs.
15. Operates a personal computer and other office equipment.
16. Define bid specifications for outside vendors and coordinate work.

OTHER DUTIES

1. Assists other skilled maintenance personnel in cooperative assignments.
2. Operates vehicles to travel to various District sites and ensures proper maintenance of District vehicles.
3. Complete work orders using the current implemented work order system.

QUALIFICATIONS

Knowledge of:

1. National electrical and electrical safety codes of the Division of Industrial Safety and local electrical ordinances.
2. Technical aspects of field of specialty.
3. Basic electrical theory and calculation of formulas.
4. Health and safety regulations.
5. Record-keeping techniques.
6. Materials, methods, tools and equipment used in electrical work.
7. Methods and practices of effective employee training.

Ability to:

1. Receive work orders, assign and provide work direction to assigned personnel.
2. Maintain records of work orders including timing and materials.

3. Performs skilled electrical work in the repair, maintenance, alteration and construction of District buildings and facilities.
4. Install, repair, service and maintain electrical systems and equipment.
5. Repair, install and maintain a wide variety of electrical systems and equipment.
6. Make arithmetic calculations related to specialty quickly and accurately.
7. Work from blueprints, shop drawings and sketches.
8. Use a variety of tools and machines utilized in the basic trade.
9. Understand and follow oral and written directions.
10. Work independently with little direction.
11. Analyze situations accurately and adopt effective courses of action.
12. Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and three years of journey-level electrical construction experience.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 50 pounds and occasionally over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with District management, staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works in extreme outside weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. The employee is frequently exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.

Board Approval: 2/5/26