JOB DESCRIPTION

JOB TITLE: Maintenance Electrician & Low Voltage Systems Specialist

JOB FAMILY: Facilities & Operations

SALARY RANGE: 59

JOB PURPOSE STATEMENT:

Under the direction of the supervisor, performs journey-level technical work in the repair and maintenance of a variety of District on both electrical and electronic equipment, including fire and intrusion alarm systems, clock, intercom and bell systems; performs periodic testing of fire and intrusion systems according to State Fire Marshall requirements and applicable City and County codes.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this position are responsible for duties primarily performed at the specialized/journeyman level, but may also perform support duties in other trades as required. Work relationships extend beyond the peer group to District staff, outside contractors and vendors. Strong communication skills are required to discuss complex technical information. Work may be outside in adverse weather conditions. To advance to this level, prospective incumbents must demonstrate the ability to work at an expert technician level with a thorough understanding of fire and intrusion alarms, intercoms and bell systems.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

ESSENTIAL JOB FUNCTIONS:

1. Perform specialized technical work in the repair, adjustment, replacement, modification and routine maintenance to clock and fire and intrusion systems, alarm systems, intercoms, bell systems and other electronics equipment; perform preventive maintenance as assigned.
2. Evaluate and repair and maintain equipment including fire and intrusion alarm systems and related components; perform periodic testing of fire and intrusion systems according to State Fire Marshall requirements and applicable City and County codes.
3. Provide technical support to remodels, additions and deferred maintenance projects; test and install electronic systems in offices, classrooms and portables; assure compliance to State, County and District laws, rules and regulations.
4. Estimate cost and time for major upgrades, repairs and installation of equipment of both high and low electrical systems; provide testing of sample equipment proposed for purchase; make recommendations related to the purchase of new systems.
5. Interpret and work from blueprints, sketches, plans and specifications; conduct plan review for new and remodel projects related to all electrical systems.
6. Provide technical assistance to District personnel, staff and others in the use of equipment and systems; inspect and test equipment to determine source and feasibility of repair.
7. Operate and maintain a variety of specialized tools and test equipment related to electronic repair work; drive a vehicle to conduct work.
8. Maintain related records as required.
9. Make routine and emergency repairs and adjustments on both low voltage and high voltage electrical systems.
10. Schedule and conduct regular preventative maintenance inspections and repairs.

11. Make estimate of labor and material costs.
12. Install, maintain, repair, and troubleshoot fire alarms, intrusion alarms, and elevators.
13. May serve in a lead capacity on designated projects and/or supervise other employees, or contractors.
14. Coordinate work with contractors, architects, and vendors.
15. Operate vehicles and equipment as necessary to perform the duties of this position.
16. Prepare schedules, records and reports as required.
17. Participate in District inservice, workshops and/or seminars.
18. Under general supervision, will oversee the electrical needs of existing facilities.
19. Inspect alarms, lighting circuits and all types of electric and power equipment.
20. Make electrical installations for all types of electrical equipment as required.
21. Identify, order, and maintain adequate supply parts at all times.
22. Performs maintenance duties as assigned.

OTHER JOB FUNCTIONS:
Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

JOB REQUIREMENTS: QUALIFICATIONS
Knowledge of:
Thorough knowledge of electronic and electrical theory, principles and practices.
Methods, tools and procedures used in the operation, repair and maintenance of electronic equipment including fire and intrusion and communications systems.
Methods and procedures for storing equipment, materials and supplies.
Laws and cost of building construction and repairs.
Safety practices and precautions.
Proper lifting techniques.
Basic record-keeping techniques.
Hazardous materials handling and safety rules and regulations.
Interpersonal skills using tact, patience and courtesy.
High voltage/amperage distribution systems.

Ability to:
Perform specialized/journeyman level work in the repair, maintenance and troubleshooting of a variety of electronic equipment including fire and intrusion and communication systems.
Order parts and supplies and maintain inventory.
Use a breathing respirator as needed.
Work independently with minimal supervision.
Work from blueprints, sketches or other drawings.
Observe legal and defensive driving practices.
Maintain current knowledge of technological advances in the field.
Operate a computer and other office equipment as assigned.
Maintain work pace appropriate to given workload.
Speak, read and write English at a level required for satisfactory job performance.
Understand and follow oral and written instructions.

Support, design, and collect data to help support Energy Management district wide by using equipment such as data logs, amp meters and other energy tools. Identify areas to implement energy equipment such as retro fits, time clocks and other control devices.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain a pleasant appearance and demeanor.
Drive and operate a variety of vehicles and equipment used in the maintenance trade legally and defensively.
Lift heavy items.

EDUCATION AND EXPERIENCE REQUIRED:
High School Diploma or equivalent. Minimum of (5) years working at journeyman level class in the repair and maintenance of fire, intrusion and communications systems, or completion of an approved alarm technician apprenticeship program and five years of journey-level alarm technician experience desired. College-level course work in electronics and electronic equipment repair.

LICENSE REQUIRED:
Must possess and maintain a valid California Driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District proficiency academic assessment test for Maintenance Specialist Low Voltage Electrical. Possession of a valid California Driver's License.

WORKING CONDITIONS:
Environment:
Outside environment.
Subject to adverse weather conditions.
Driving a vehicle to conduct work.
Subject to noise from equipment and tools.
Regular exposure to heat, cold, dust, water, mud, odors, chemicals, pollen and dirt.
Ability to work around plants, shrubs and ground covers.

Physical Abilities:
Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
Able to sit, stand, stoop, kneel, bend, and walk for sustained periods of time.
Able to sustain strenuous manual labor for four (4) to six (6) hours.
Able to work in a wide range of temperatures and weather conditions.
Able to work at various elevations on ladders, scaffolding, rigging, and roofs in a safe and effective manner.
Able to operate a variety of powered industrial vehicles, equipment, and tools associated with the position.
Able to climb slopes, stairs, steps, ramps, and ladders regularly with speed and safety.
Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
Able to demonstrate manual dexterity necessary to operate tools and equipment in a safe and effective manner.

Able to work with and around the materials, chemicals, and equipment common to the plumbing, construction, and maintenance industry.
Able to operate a motor vehicle in a safe and effective manner.
Possess physical strength and stamina to do strenuous work.
Heavy work involving lifting, carry (up to 50 pounds), pushing and/or pulling of objects (up to 100 pounds).
Standing for extended periods of time.
Physical dexterity in limbs and fingers to operate equipment and to perform strenuous manual labor.
Bending, grasping, stooping and kneeling.
Walking over rough, uneven surfaces.
Digging.
Seeing to perform work.
Hearing and speaking to exchange information in person and on the phone.

Hazards:
Working with machinery having moving parts.
Exposure to pollen, chemicals, pesticides and herbicides, gasoline and motor oil.
May involve ascending ladders, stairs, lifts and ramps.
Standing and walking for extended periods of time.