

SAN YSIDRO SCHOOL DISTRICT

TITLE: Maintenance/Electrical Person
DEPARTMENT: Maintenance/Operations
FLSA: Non-Exempt
REVISED: April 2016

REPORTS TO: Director of MOTF
CLASSIFICATION: Classified (12 month)
SALARY: Classified Schedule Steps 15-19
Board Approved: June 23, 2016

BASIC FUNCTION: Under the supervision of the Director of Maintenance, Operations and Facilities or designee, performs skilled electrical work in the repair, alteration, construction, installation and maintenance of electrical systems and equipment; assists in other maintenance trades areas by performing unskilled and semi-skilled duties.

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 are intended to accurately reflect the principal job elements.)

- Inspects, repairs, installs, tests, services, and maintains electrical systems, including conduit and duct systems, light and power circuits, motor appliances, generators, control equipment, switches, switchboards, fans, bell and buzzer systems, clocks, and fire alarm systems.
- Keeps time, labor, and material records.
- Installs interior and exterior wiring for equipment and appliances.
- Plans and lays out assigned tasks.
- Wires new and altered buildings.
- Assembles lighting fixtures and field lighting systems.
- Assists in other maintenance areas by performing semi-skilled and unskilled duties.
- Supervises the work of helpers.
- Performs occasional repair work on audiovisual equipment, public address and intercom systems.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Methods, practices, nomenclature, materials, tools, and equipment used in the electrical trade.
- Electrical codes and regulations applicable to school facility maintenance, repair, and construction.
- Safe working methods and procedures.

ABILITIES:

- Skillfully use tools and equipment in performing electrical maintenance and repair activities.
- Plan, lay out, and coordinate electrical work.
- Estimate labor and material costs.
- Work from wiring diagrams, blueprints, plans and specifications.
- Receive 16 hours of asbestos maintenance training within the first 60 days of employment.
- Maintain simple records, and prepare complete and concise reports.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Any combination of training and experience, which would indicate possession of the knowledge, skills, and abilities, listed herein.
- Possession of a valid California Motor Vehicle Operator's license.

WORKING CONDITIONS:

Employee in this classification work both inside and outside, in temperatures over 90 degrees, frequent temperature changes, with electrical hazards, dangerous equipment (i.e., table and band saws), inadequate lighting, and in the absence of supervision.

PHYSICAL REQUIREMENTS:

Applicants must be able to: stand, walk, lift up to 75 lbs., carry, pull, climb, simultaneously use both arms and legs, maintain balance, stoop, kneel repeatedly, reach overhead, repetitively use fingers or use wrists or hands while twisting or applying pressure, use both hands simultaneously, have rapid mental or muscular coordination, speak clearly, hear well, have depth perception and color vision and be able to distinguish shades, and see small details clearly.

Successfully complete a physical examination and a medical surveillance as required by the Asbestos Hazardous Emergency Response Act (AHERA).