

JOB DESCRIPTION
Grossmont Union High School District

ELECTRICIAN

Purpose Statement:

The job of Electrician is done for the purpose/s of performing journey level maintenance duties and responsibilities Districtwide in the installation, troubleshooting, Maintenance, and repair of electrical and high voltage circuits, systems and equipment; and ensuring the completion of projects in a timely manner and according to specifications. Incumbents in this classification provide students, staff and the public with well-maintained and safe building infrastructure and facilities which directly supports learning.

This job reports to Executive Director, School Construction & Building Services

Essential Functions

- Cooperates with outside contractors for the purpose of minimizing service interruptions.
- Diagnoses/repairs electrical systems and equipment for the purpose of ensuring the availability and proper operation of services and systems.
- Inspects electrical systems for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Installs electrical systems and equipment (e.g. bells, scoreboards, emergency lighting and back up generator systems, clocks, lighting circuits, security systems, transformers, conduit, computer lines, etc.) for the purpose of ensuring the availability and proper operation of services and systems.
- Instructs/orients school personnel on the available services and systems' operation for the purpose of ensuring proper and efficient system usage and reducing service calls.
- Maintains a wide variety of documents/records (e.g. preventive maintenance, purchases, inspections, etc.) for the purpose of providing required information for future reference and for complying with requirements of outside agencies.
- Oversees/directs performance of utility equipment operators for the purpose of maintaining their technical skills and adhering to regulatory requirements.
- Researches, engineers and designs electrical systems for the purpose of ensuring the availability and proper operation of services and systems.
- Responds to inquiries from a variety of sources for the purpose of providing information and/or direction as may be required.
- Reviews new products for the purpose of prospective District use.
- Troubleshoots and repairs electrical systems (e.g. lighting, security systems, etc.) for the purpose of ensuring systems are in proper working condition.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment .
- Attends educational seminars and meetings for the purpose of maintaining job knowledge and skills and/or keeping current on job related safety concerns and issues.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: using a variety of tools and machines utilized in the basic trade including voltmeter, ohmmeter, multi-meter and hydraulic truck lifts; working on live circuitry; and adhering to safety procedures. Occasional need to upgrade skills in order to meet changing job conditions.

KNOWLEDGE is required to perform basic math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: basic electrical theory and calculation of formulas; electrical codes and their proper implementation; health and safety regulations; safety practices for working with live circuitry; materials, methods, tools and equipment used in electrical work; and National Electric Code and the Electrical safety Orders of the Division of Industrial Safety.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: interpreting blueprints, shop drawings and sketches; understanding and following oral and written directions; working independently; analyzing situations accurately and adopting an effective course of action; establishing and maintaining effective working relations; and reading, interpreting and following rules, regulations, policies and procedures.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 30% walking, and 50% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

As required for position

Certificates & Licenses

Valid California Class Driver's License

Continuing Educ. / Training

Ability to obtain Forklift Certification

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

6/15/2006

Salary Grade

Unit I 52