

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: ELECTRICIAN

BASIC FUNCTION

Under direction of the Director of Maintenance, Operations, Facility Development & Transportation or designee, to perform skilled electrical work in the repair, alteration, construction, installation, and maintenance of electrical systems and related equipment; to perform semiskilled and skilled functions in other trade areas; keep appropriate records and to do other related work as required. Incumbents in this classification provide students, staff, and the public with well-maintained and safe building infrastructure and facilities, which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Inspects, repairs, installs, tests, services, and maintains electrical systems, including switch gear, conduit and duct systems, light and power circuits, motor appliances, generators, control equipment, switches, switchboards, fans, bells, buzzers, clocks, and fire alarm systems
- Installs interior and exterior wiring and conduit for equipment and appliances
- Wires newly constructed and altered structures following approved safety standards
- Inspects and replaces circuit breakers and panels
- Assembles, installs, and maintains site and field lighting fixtures systems
- May occasionally perform repair work on audio-visual equipment, public address, and intercom systems
- Plans, organizes, and lays out assigned electrical tasks
- Coordinates projects with site administrators and teachers to avoid disrupting teaching and learning schedules and activities
- Coordinates, organizes and directs team- and project-related work activities of other maintenance personnel
- Installs and maintains heavy machinery and power tools
- Orders, requisitions and maintains an adequate inventory of supplies, parts, and materials
- Estimate labor and material project costs (for example, rewiring baseball dugout)
- May be called in to work evenings and weekends on an overtime basis
- Drives a service vehicle to and from work sites
- Participates in various maintenance projects such as moving furniture and equipment, large setups or other activities (e.g., summer moves, new construction set up, special events) that may not involve electrical work
- Contacts vendors and obtains prices and services
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Skill to:

- Operate the variety of tools and equipment utilized in the performance of duties including various types of hydraulic lifts
- Perform electrical installation, maintenance, and repair activities
- Test and evaluate electronic systems and installations

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- Install, maintain, and repair various types electrical equipment and systems, including switches, outlets clock, alarm, and communication systems
- Operate a computer make entries into the work order system or to look up schematics (for example, charging systems for I-Pads)

Knowledge of:

- Methods, practices, materials, tools and equipment (e.g., boom truck, magnetometer, rotor hammer, pipe threader, power drill, saws -all, meters, circuit break finder, toner, scissor lift, etc.) used in the electrical trade for both high voltage (such as installing transformers for stepping down current from outside line voltage to current typical of building interiors) and for low voltage systems such as bell clocks and alarms).
- Electrical and fire system codes and regulations applicable to school facility maintenance, repair, and construction
- Safe working methods, practices, procedures and gear (e.g. safety goggles, insulated gloves, cotton clothing vs. polyester, etc.)

Ability to:

- Plan, organize, and lay out electrical work
- Accurately estimate labor and material costs
- Work from diagrams, blueprints, shop drawings, sketches, shop plans, and specifications
- Maintain simple records and prepare complete and concise reports
- Maintain adequate inventory and reorder points of electrical supplies such as lighting ballasts, LED and fluorescent bulbs
- Establish and maintain cooperative organizational and community relationships
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, public, pupils and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modifies work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggests procedural improvements to supervisor as appropriate
- Handle difficult situations skillfully using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Understand and carry out oral and written directions

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. The work may involve ascending and descending ladders, stairs, ramps and slopes, working on roofs, and will involve walking or standing for extended periods. If someone can do heavy work, it is deemed that he or she can also do medium, light, and sedentary work. (Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two (2) years of experience as a journey level electrician (following completion of formal trade course of learning such as IBEW 5-year apprenticeship or other authorized training program sufficient for California certification as General Electrician).

Education:

Equivalent to the completion of High School, supplemented by coursework or training in electrical and fire codes, modern electrical repair and maintenance.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possess and maintain a valid California Class C Motor Vehicle Operator's License, or higher, to drive District-assigned vehicles (e.g., pick-up truck)
- Possess and maintain California Certification as a General Electrician

CONDITION OF EMPLOYMENT

- Insurability by the District's liability insurance carrier
- Must receive two (2) hours of asbestos awareness training within the first 60 days of employment. Federal law requires that employees receive additional asbestos-containing building material (ACBM) training if they work in areas in which asbestos building materials may be disturbed. The District provides this training.