



West Valley - Mission

Community College District

CLASS SPECIFICATION

MAINTENANCE ELECTRICIAN

Classified Position (Non-Exempt Status)

Classified Operations & Support Services Salary Schedule – Range 67

DEFINITION

To perform skilled maintenance tasks in the repair, installation, and modification of electrical equipment and wiring systems; to provide input to contractors, engineers, and consultants regarding electrical systems in new construction on college campuses; and to maintain district facilities in safe and efficient condition.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Maintenance Electrician class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor; and may receive technical oversight from a Senior Maintenance Mechanic.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Install, test, repair, and maintain electrical systems and components.

Work in association with any of the other crafts (carpentry, mechanical, or plumbing) when conditions, schedule, or workload warrants or as directed by management.

Inspect work sites to take dimensions, layout work, and estimate time and materials required.

Maintain work orders, preventive maintenance records and reports; order parts and maintain inventory.

Install conduits, wires, transformers, circuit breakers, and switches required in making additions, extensions, or alterations in electrical installations for power and light for district buildings and structures.

Service, repair, and maintain lighting and power systems, motors, and related equipment.

Test, locate, and repair trouble in electrical circuits and motors.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Standard practices, methods, materials, and tools used in electrical work.

Building codes and safety regulations related to electricity and electrical work.

Principles of electricity and electrical theory.

High voltage testing.

Ability to:

Safely perform a variety of skilled maintenance tasks involving electrical work.

On a continuous basis, know and understand maintenance activities and observe safety rules.

Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.

Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders to repair or replace lighting components; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone; write and use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Read and understand blueprints, schematics, and diagrams.

Perform basic arithmetic operations.

Prepare rough sketches of work and estimate materials and labor required.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey level skilled electrician experience.

Education:

Equivalent to the completion of the twelfth grade supplemented by an apprentice program for electricians.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license as required by the position.

EEO Category: Skilled Craft

Date Approved: July 1, 2017