



West Valley-Mission
Community College District

CLASS SPECIFICATION

Senior Maintenance Electrician

Classified Position (Non-Exempt Status)

Classified Operations & Support Services Salary Schedule – Range 70

DEFINITION

To perform skilled maintenance tasks requiring specialized knowledge in the repair, installation, and modification of electrical equipment and wiring systems; to direct the work of crews and/or contractors on large or special maintenance projects; provide input to contractors, engineers, and consultants regarding electrical systems in new construction projects; maintain district facilities in safe and efficient condition; and provide administrative support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Electrician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including the performance of more complex skilled maintenance projects, and providing work direction to assigned staff on specific projects. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor; and may give technical oversight to all levels of Electricians, Maintenance Mechanics, HVAC Mechanics, and others.

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

Provide direction and training to maintenance staff assisting with assigned projects.

Perform skilled maintenance work related to installing, testing, repairing, and maintaining electrical systems and components.

Provide assignments and training to maintenance staff working on related skilled maintenance projects.

Work in association with any of the other crafts (carpentry, mechanical, plumbing, IT/IS, HVAC, etc.) 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, preventative maintenance records and reports; order parts and maintain inventory.

Install and/or oversee the installation of conduits, wires, transformers, circuit breakers, and switches required in making additions, extension or alterations in electrical installations for power and light for district buildings and structures.

Diagnose, 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, cooperations, and communication.

Perform other 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, lighting, and electrical work.

Principles of electricity and electrical theory.

High Voltage testing.

Ability to:

Perform the most complex duties related to maintenance tasks involving electrical work.

Provide work direction to assigned staff and effectively train staff.

Safely and efficiently utilize tools and maintenance equipment commonly used in electrical work.

Diagnose, repair and maintain electrical components and systems.

Read and understand blueprints, schematics, specifications, and diagrams.

Perform basic arithmetic operations.

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

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 or vehicle; 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 or electrical 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.

Use sound judgement 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 similar to Maintenance Electrician with the West Valley-Mission Community College District.

Education:

Equivalent to the completion of twelfth grade supplemented by course work in the electrical field.

EEO Category: Skilled Craft

Date Approved: August 14, 2024