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**Position:** Maintenance Specialist IV-Electrician  
**Department:** Maintenance & Operations  
**Reports To:** Director, Maintenance & Operations

**FLSA:** Non-Exempt  
**Pay Grade:** 21

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### **SUMMARY**

Under the direction of the Director, Maintenance & Operations, performs journey-level electrical work in the repair, alteration, construction, installation and maintenance of electrical distribution and equipment.

### **DISTINGUISHING CHARACTERISTICS**

The Maintenance Specialist IV-Electrician is the fourth level in the Maintenance Specialist career ladder. To advance to this level, prospective incumbents must demonstrate the ability to work at an expert technician level with a thorough understanding of electricity and electrical wiring.

### **ESSENTIAL TYPES OF DUTIES** (Examples)

- Install, repair and service high voltage electrical distribution systems and related equipment;
- Inspect, repair, install, test, service, and maintain electrical systems, including conduit systems, light and power circuits, motor appliances, generators, control equipment, switches, switchboards and fans; assure balanced load and clean electrical flow;
- Install interior and exterior wiring and conduit for equipment and appliances; install, repair and maintain ceiling lighting, ballasts and lamps; wire and repair electrical switching devices, circuit breakers, and load centers; test computerized lighting and dimming systems;
- Wire new construction, remodels and altered structures according to established safety standards;
- Inspect and repair main distribution breakers, transformers, and high voltage systems;
- Replace circuit breakers and panels;
- Assemble, install and maintain lighting fixtures, switches and field lighting systems; provide power to electronic systems, such as clocks, buzzers, bells and alarms;
- Plan, organize and lay out assigned electrical tasks; prepare specifications for electrical projects; make recommendations for new systems as designed; review and comment on building plans and specifications for modernization and new building projects;
- Order, requisition and maintain an adequate inventory of supplies, parts and materials; respond to emergency situations;

- Drive a District vehicle to and from work sites;
- Operate a man lift, scissor lift and man lift truck;
- Respond to 24-hour emergency call as assigned;
- Assist other maintenance staff with projects as assigned;
- Install supplemental power supply to temporary and additional facilities and equipment as assigned; and
- Perform related duties as assigned.

## **QUALIFICATIONS**

**Knowledge and Skills:** Methods, safety practices, materials, tools and equipment used in the electrical trade; National, State, County and City electrical codes and regulations applicable to school facility maintenance, repair, and construction; electrical and electronic theory; design, construction, installation and maintenance of electrical systems; technical aspects in the field of specialty; safe working methods and procedures and proper lifting techniques; high voltage installation, tools and safety practices; hazardous materials and safety regulations and practices; and, interpersonal skills using tact, patience and courtesy.

**Abilities:** Skillfully use tools and equipment in performing electrical installation, maintenance and repair activities; 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; understand and follow oral and written directions; establish and maintain cooperative and effective working relationships with others; perform complex or varied tasks; use a breathing respirator as needed; speak, read and write English at a level required for satisfactory job performance; and, maintain consistent, punctual and regular attendance.

**Physical Abilities:** Requires sufficient arm, hand and finger dexterity in order to operate specialized tools and equipment; requires visual acuity to perform maintenance duties and read and write letters and numbers; requires lifting of light to moderate objects on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time; requires ambulatory ability to go to different locations and bend at the waist, kneel or crouch, climb ladders and work from heights, reach overhead, above the shoulders and horizontally and use proper lifting methods; requires the ability to take precautions against a nominal exposure to health and safety risks; requires speaking and hearing to communicate in person or over the phone; and, ability to stand and walk for extended periods of time.

**Education and/or Experience:** Must have obtained: 1.) High School diploma; 2.) Completion of an approved electrician program and five years of journey-level electrical experience.

**Licenses and Certificates:** Valid California Class C driver's license and evidence of insurability; approved State Certification or equivalent; TB test clearance; and, Criminal Justice Fingerprint clearance.

Board reviewed: May 24, 2007