

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ELECTRICIAN

SUMMARY DESCRIPTION

Under the direction of the Maintenance Supervisor, perform skilled maintenance electrical work in the installation, maintenance and repair of electrical systems and equipment; assist in performing other skilled maintenance duties as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Inspect, repair, install, service and maintain electrical systems including conduit and duct systems, lighting and power circuits, transformers, generators, control equipment, switchers, switch boards, fire alarms, fans, fixtures, bell and buzzer systems, clocks and related electrical devices. ***E***
2. Observe and comply with federal, state and local electrical codes. ***E***
3. Operate a variety of tools and power equipment including, jackhammer, saws, voltage tester, ohm meter, multimeter and other maintenance tools and equipment. ***E***
4. Work from sketches, plans, drawings, blueprints and specifications. ***E***
5. Install or replace necessary interior and exterior wiring for equipment, appliances and lighting. ***E***
6. Install and perform repair of electrical repair systems for lighting, heating, ventilation and air conditioning; replace fuses. ***E***
7. Maintain and repair control circuits; clean and repair electrical fire alarm systems as assigned. ***E***
8. Prepare cost estimates for repair and order materials needed; order materials and provide for a properly supplied maintenance vehicle; maintain inventory control over material received and used. ***E***
9. Diagnose and resolve difficult electrical problems; call electrical company as necessary; observe safety of others and recommend precautionary action if necessary while repairs are in progress. ***E***
10. Inspect college buildings annually for preventive maintenance. ***E***
11. Prepare progress reports as directed. ***E***
12. Perform occasional welding, soldering and brazing operations incidental to electrical duties. ***E***
13. Assist in performing other skilled maintenance duties as assigned; assist in air conditioning troubleshooting and repair as assigned. ***E***
14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Technical aspects of field of specialty.

Basic electrical theory and calculation of formulas.

Electrical codes and their proper implementation.

Health and safety regulations.

Record keeping techniques.

Materials, methods, tools and equipment used in electrical work.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Senior Custodian - *Continued*

Ability to:

Make arithmetic calculations related to specialty quickly and accurately.

Work from blueprints, shop drawings and sketches.

Use a variety of tools and machines utilized in the basic trade including voltmeter, ohm meter and hydraulic truck lifts.

Understand and follow oral and written instructions.

Work independently with little direction.

Meet schedules and time lines.

Analyze situations accurately and adopt an effective course of action.

Maintain records and prepare reports.

Read, interpret and follow rules, regulations, policies and procedures.

Operate a light truck.

Perform other skilled maintenance work as assigned.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: four years of training or experience that demonstrates journey-level skill in the assigned trade.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor environments; travel from site to site; work and/or walk on various types of surfaces including slippery or uneven surfaces. Incumbent may be required to work evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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