

## Sweetwater Union High School District

### ELECTRICIAN

#### **Purpose Statement**

The job of Electrician is done for the purpose/s of installing, repairing, maintaining and upgrading electrical systems and equipment; identifying repair and/or replacement needs; assisting other skilled trades; and providing necessary information on the proper uses of the equipment.

#### **Essential Functions**

- Inspects electrical systems and their components for the purpose of ensuring safety and overseeing necessary repairs and providing an ongoing program of preventive maintenance.
- Installs electrical system components (e.g. lighting, electrical panels, switches, panels, circuits, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Diagnoses causes of electrical problems for the purpose of identifying equipment and/or systems repair and replacement needs.
- Repairs electrical components and/or systems (e.g. motors, circuits, transformers, compressors, switches, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Maintains electrical systems and equipment for the purpose of ensuring the availability and proper operation of services and systems.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of electrical systems.
- Prepares documentation (e.g. building plans, repair status, reports, safety logs, etc.) for the purpose of conveying information and/or providing supporting materials for requested actions.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Informs personnel regarding procedures and/or status of work orders (e.g. changes in codes, reports deficiencies, technical support/training, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with health/safety regulations and National Electric Code (NEC).
- Inspects work of contractors and work crews for the purpose of updating supervisors on status of projects as requested.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items to complete the necessary installation/repair.
- Responds to emergency situations during and after hours as needed and/or assigned for the purpose of resolving immediate safety concerns.
- Transports a variety of items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

#### **Other Functions**

- Attends meetings, workshops, trainings, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications****Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electrical systems; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, techniques, materials, tools used in installation, troubleshooting, maintenance, and repair of electrical systems/subsystems; troubleshoot/maintain electrical, including control/balancing these systems; blueprints and schematics; and National Electrical Code.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working independently and with interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 35% walking, and 45% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Education/Experience**

Any combination equivalent to High School diploma, supplemented by approved apprenticeship program in electricity, and three years of experience performing electrical work.

**Required Testing**

Pre-employment Proficiency Test

**Certificates**

Valid Driver's License & Evidence of Insurability

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*