

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