

JOB DESCRIPTION
San Leandro Unified School District

Electrician

Purpose Statement

The job of Electrician is done for the purpose/s of providing support to the educational process with specific responsibilities for District electrical systems; ensuring completion of projects in accordance with trade standards; providing information on proper uses of equipment; identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading electrical systems and equipment; and supporting other skilled trades in completing work assignments.

This job reports to assigned Maintenance & Operations administrator.

Essential Functions

- Analyzes blueprints, schematics, and drawings for existing and proposed electrical systems for the purpose of identifying location of new and existing electrical systems and determining the efficient installation of additional systems.
- Coordinates with administration and other trades for the purpose of completing projects/service requests efficiently.
- Diagnoses causes of electrical problems or failures for the purpose of identifying equipment and/or systems repair and replacement needs.
- Estimates materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing discontinued or unavailable parts.
- Implements assigned programs and/or projects (e.g. inspection schedules, preventive maintenance programs, Watt Stopper Program, etc.) for the purpose of conforming to established guidelines.
- Informs personnel regarding procedures and/or status of service requests for the purpose of providing information for decisions making, taking appropriate action and/or complying with health and safety regulations.
- Inspects completed work (e.g. heating units, ventilation units, etc.) for the purpose of ensuring quality of work standards are met and identifying preventive maintenance requirements.
- Installs electrical systems (e.g. lighting, alarms, electrical panels, switches, circuits, etc.) for the purpose of providing a safe and workable environment.
- Repairs electrical systems including communications, overloads, lighting fixtures, etc. for the purpose of ensuring that items are available and in safe working condition.
- Maintains a variety of files and records (e.g. inventory, service requests, labor/material estimates, equipment repair manuals, etc.) for the purpose of providing an up to date reference and audit trail.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Oversees assigned personnel for the purpose of ensuring that assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of electrical systems.
- Prepares reports and written materials related to assigned activities and personnel (e.g. estimates, actual costs, service requests, etc.) for the purpose of documenting activities and/or conveying information.
- Procures equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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 skill based competencies required to satisfactorily perform the functions of the job include: analyzing data; assembling and/or repairing equipment; diagnosing electrical malfunctions; inspecting equipment; operating job related equipment; planning and managing projects; preparing and maintaining accurate records; reading blueprints and schematics; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, and tools used in electrical installations, maintenance, and repair; safety practices and procedures; and codes/laws/rules/regulations/policies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent interruptions; displaying mechanical aptitude; working as part of a team; working with detailed information/data; and color perception.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 45% walking, and 50% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Driver’s License & Evidence of Insurability
Electrician Certification

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background
Clearance
TB Screen

FLSA Status

Non Exempt

Approval Date

June 11, 2019

Salary Range

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