

## CAJON VALLEY UNION SCHOOL DISTRICT

### CLASS TITLE: ELECTRICIAN

#### BASIC FUNCTION:

Under the direction of the Director-Facilities, Maintenance and Operations, perform journey-level electrical work in the installation, maintenance, and repair of electrical circuits, systems, and equipment in the repair and remodeling of district facilities;

inspect, repair, install, test, service and maintain electrical systems, including conduit, wiring, light and power circuits, motor appliances, generators and switches; assure compliance with building codes applicable to the electrical trade.

Troubleshoot and resolve electrical malfunctions; trace out wiring, perform diagnostic tests on system components and replace defective wires and parts, including switches, receptacles and fuses; restore power outages of buildings, electrical panels outlets and lighting.

Install electrical wiring and systems; assemble conduit and bend conduit and pull wire; place conduit in appropriate spacing; wire main and sub electrical panels; install new circuits or replace existing circuits as needed.

Assemble, install and repair lighting fixtures, wiring and controls; install and repair ballasts, sockets, capacitors, bulbs and other lighting parts, wiring and assemblies; repair scoreboards as needed; install new electrical systems and equipment.

Install, service, repair, and maintain a variety of electrical equipment and controls including electrical lighting circuits, conduit and duct systems, transformers, and other types of electrical power equipment.

Troubleshoot, plan, lay out, maintain and install fire alarm, panels, emergency lighting and signal systems including wiring, rectifiers, master clocks, secondary clocks, ringing relays, and bells and buzzers.

Repair and replace switches, receptacles and circuit breakers; install and maintain fluorescent lights, ballasts and fixtures.

Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; research, order, receive and maintain inventory of materials and equipment as needed; research and purchase custom electrical power, lighting and control equipment.

Perform preventive maintenance on District-wide electrical panels; check and service circuit

breakers, distribution panels and transformers; replace parts as needed; conduct inspections of and repair electrical outlets, panels and other potential hazards.

Plan, organize and lay out assigned tasks; interpret electrical plans, diagrams, blue prints, sketches and specifications; work from verbal and written instructions and work orders; review plans and work with contractors to facilitate special work projects as assigned.

Install and maintain automated systems including parking lot lights, emergency lights, and security lists and controls.

Repair a variety of electrical tools and equipment such as vacuums, floor scrubbers and other electrical equipment; maintain records on time, labor and materials and prepare cost estimates for repairs and new jobs and order required materials and supplies.

Inspect and test various electrical systems for proper function; perform electrical load calculations and tests to assist in locating placement of new electrical equipment.

Operate a variety of specialized equipment including meters, testers, soldering irons, wire pullers, conduit benders, lifts, drills and various hand and power tools; drive a vehicle to conduct work.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Assist other maintenance personnel in the performance of a variety of duties as assigned.

Maintain shop and work areas in a safe, clean and orderly condition.

**OTHER DUTIES:**

maintenance of electrical systems, wiring and equipment.

Operate and maintain specialized machinery, equipment and tools utilized in the repair, installation and maintenance of electrical systems.

Plan and lay out electrical work.

Troubleshoot and diagnose electrical device, system and equipment malfunctions.

Replace defective parts and components as necessary.

Read and work from plans, blue prints, sketches, specifications and diagrams of electrical work.

Observe health and safety regulations and procedures.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Meet schedules and time lines.

Understand and follow oral and written instructions.

Work independently with little direction.

Maintain various records related to work performed.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to : graduation from high school supplemented by completion of an approved apprenticeship program in the electrical trade and two years journey-level experience in the installation, maintenance and repair of electrical systems and equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid

Climbing ladders and working from heights.  
Standing for extended periods of time.

**CLEARANCES:**

Criminal Justice Fingerprint/Background  
Tuberculosis  
Pre-placement Physical and Drug Screen