

Range: 38
Hours: 8
Week: 40
Month: 12

SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Maintenance Electrician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Perform general skilled electrician work involved in the maintenance, repair, and installation of campus equipment and facilities. Employees in this classification receive general supervision within a framework of standard policies and procedures. Employees in this classification may oversee and direct the work of others in the accomplishment of specific projects as assigned. This job class requires technical knowledge and skill related to the methods, procedures, materials, and equipment used in skilled electrician work, as well as the ability to perform semi-skilled general maintenance operations. This job class functions at a journey level of classification.

SUPERVISOR: Director of Physical Plant

TYPICAL DUTIES:

- Performs general skilled electrical trades work to service the electrical installation, maintenance, and repair needs of campus buildings and facilities.
- Maintains, tests, inspects, repairs, or recommends necessary electrical repairs for electrical systems and equipment, including high and low voltage light and power systems, clocks, fire alarms, communications systems and electrically operated motor-driven equipment, machinery and other tools.
- Installs new electrical systems, energy management system components, wiring, grounding systems, and amplifiers and sound equipment.
- Maintains and adjusts 12 kV and air switches, ark arrestors, and control level assembly.
- Reads and interprets blueprints, sketches, and diagrams.
- Requisitions necessary tools, materials, and equipment as assigned.
- Maintains a variety of records and logs related to electrical systems and equipment maintenance and operations.

Typical Duties (continued):

- Installs, maintains, and repairs electronic control equipment.
- Oversees and directs the work of others in a lead capacity as assigned.
- Performs a variety of general semi-skilled maintenance, repair, and special project work as assigned.
- Performs all electrical work in conformance with building and safety codes.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Possession Of:

- A valid and appropriate California Driver's License.

Knowledge Of:

- The methods, procedures, equipment, and tools of the building trade as it relates to electrical installation and maintenance work and basic electronics.
- Electrical safety rules, codes, and regulations

Ability to:

- Perform skilled electrical maintenance, installation, and repair work.
- Perform basic electronic work.
- Perform semi-skilled maintenance work in several areas of the building trades.
- Read and interpret blueprints, sketches, and diagrams.
- Understand and carry out a variety of complex instructions.
- Safely use and operate a variety of hand tools, power tools, and other equipment used for building electrical maintenance purposes.
- Quickly and effectively diagnose electrical maintenance and repair problems and take appropriate action to resolve it.

Employment Standards:

- Effectively communicate in both oral and written forms.
- Perform mathematical calculations using addition, subtraction, multiplication, and division.
- Oversee and direct the work of others in a lead capacity as assigned.
- Safely and effectively work on ladders, scaffolding, rigging, and roofs of varying heights.
- Meet the physical requirements necessary to safely and effectively perform the required duties.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION/EXPERIENCE:

- Three years journey electrical work.
- One year basic electronics preferred.
- High school graduate or equivalent and appropriate training.

Created 2/88 – Updated 12/91