



PART- TIME FACILITIES ELECTRICIAN Classification Specification Non-Represented General

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs maintenance, construction, installation, replacement, and repairs of a variety of electrical wiring systems and equipment including HVAC; provides highly responsible complex assistance relative to the provision of electrical services in City owned facilities and performs other peripheral duties and tasks as necessary and required.

DISTINGUISHING CHARACTERISTICS:

The **Facilities Electrician** is the skilled journey level class with duties primarily related to the maintenance, repair, and troubleshooting of electrical problems. The incumbent will also perform preventative maintenance and maintain the HVAC equipment of City owned facilities. This classification is distinguished from the Facilities Technician classification by the performance of skilled duties in the design, construction, installation, modification, maintenance and repair of electrical and electronic equipment, devices and systems.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Facilities Supervisor and/or designee. Incumbents may provide functional direction over personnel.

ESSENTIAL FUNCTIONS: *(The following is a typical list of duties assigned to the Facilities Electrician. The duties included in this list are examples and are not intended to be all-inclusive or restrictive.)*

- Performs maintenance tasks to include installing, troubleshooting, repairing, replacing and preventative maintenance of electrical systems, devices, and equipment; makes additions, extensions or alterations to the electrical systems.
- Installs, maintains and repairs air conditioning and heating units, lighting and communication systems and equipment in optimal working condition; maintains items such as pole-mounted lights, emergency generators, public address/recording systems, and uninterrupted power supplies.



- Repairs, replaces, and performs preventative maintenance on generators, pumps, relays, switchboards, controllers, switches, defective parts in motors such as replacement of bearings, drive and gear head motors and other fixtures and appliances.
- Troubleshoots and performs diagnostic work on control circuits and panels; locates electrical system defects such as short circuits and removes, replaces and/or repairs worn or defective wiring, outlets, fixtures, public address system and generators.
- Removes and installs light fixtures, transformers, motor controllers, relays, and ballasts and fluorescent fixtures.
- Inspects, tests, and calibrates equipment and electrical device for proper operation, control and safety; performs safety evaluations of various portable and stationary electrical equipment and makes repairs as needed.
- Operates and makes regular inspections of transformers, circuit breakers, automatic motor control circuits, disconnects, and exhaust and intake fans.
- Troubleshoots locking door devices such as automatic door locks and openers', automatic gated and/or various latching devices.
- Participates in the installation, maintenance, and repair of a variety of electrical equipment and controls, including electrical light circuits, conduits, junction boxes, wiring, switches, circuit breakers and electronic communications.
- Reads and interprets electrical plans, specifications, blueprints, and sketches; lays out work at project sites; prepares report of time and materials expended; performs special electric projects.
- Recommends improvements and modifications; assists in the planning and scheduling of projects; prepares cost estimates and plans; identifies equipment and materials needed; orders and purchases material following standard purchasing procedures; plans and lays out and design wiring diagrams; oversees and instructs building maintenance projects.
- Supervises the operation and maintenance of various types of equipment, tools and machinery used on assigned work projects.
- Maintains timely and accurate records and reports of all work performed, including labor, material and equipment used.
- Receives and manages maintenance work orders and repair requests; responds to questions and concerns; provides information as is appropriate and resolves service complaints.
- Participates in the adjusted workweek schedule including 24 hour on-call response, weekends, evenings, holidays and emergency situations.



- Performs other related and peripheral duties as required and necessary for the successful performance of this job.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Facilities Electrician. A typical way of obtaining the required qualifications is to possess the equivalent of three (3) years of verifiable journey level experience in electrical system installation, maintenance and repair or related experience, and a High School diploma or GED.

License/Certificate:

Possession of, or ability to obtain, a valid class "C" California driver's license.

Possession of, the California General Electrician Certification Journeyman Electrician's certificate, or documentation verifying completion of a recognized electrician apprenticeship/certification program required.

HVAC Certification desired.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

Practices, methods, equipment and materials used in electrical installation, maintenance and facility repair; occupational hazards and standard safety precautions, practices, procedures and regulations; methods and techniques of keeping records of work performed; National Uniform Electrical and Uniform Building Code; electrical safety codes and other applicable standards and regulations; operational characteristics of boilers, heating and air conditioning systems, chillers, cooling systems, air handling units, pumps, electrical and electronics systems, generators, public address/recording systems and plumbing and pneumatic systems.

Skill to:

Operate and maintain a variety of equipment, tools and machinery used on assigned work projects; operate an office computer and applicable software applications as required.



Ability to:

Work independently in the absence of supervision; organize and prioritize tasks to meet deadlines; perform responsible electrical maintenance and repair work such as installing and wiring service panels and subpanels and repairing defective wiring; installation and maintenance on heating, ventilation and air conditioning equipment; recognize potential problems and take corrective action; perform a variety of heavy manual tasks; use ladders to heights of twenty (20) feet; establish and maintain effective working relationships; make estimates of time and materials needed; diagnose malfunctions of electrical systems and restore to operating standards; accurately read, interpret and apply a wide variety of technical information from manuals, maps, charts, specifications, diagrams, drawings, blueprints, diagrams of circuitry, and schematics; travel to different sites and locations; communicate clearly and concisely, both verbally and in writing; promote and enforce safe work practices.

WORKING CONDITIONS:

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, eye/hand coordination, and repetitive hand movement. The incumbent may frequently drive to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including, wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The need to lift, carry, push, and pull tools, equipment and supplies weighing up to 100 pounds is required. Additionally, the position requires both near and far vision when inspecting work, operating assigned equipment and the ability to accurately perceive sounds. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors. The incumbent may use fuel, cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work may also require the incumbent to climb ladders, work in confined spaces, use power and noise producing tools and equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

Adopted February 2017