

MAINTENANCE SPECIALIST – ELECTRICIAN**DEFINITION**

Under direction, performs skilled trades work as an electrician; repairs, alters, constructs, installs and maintains electrical and electronic systems and equipment; performs semi-skilled duties related to other maintenance trade areas; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialist level, skilled maintenance class in the Maintenance Support Series within the Yosemite Community College District (YCCD). Incumbents in this class perform specialized duties involving electrical work. Incumbents utilize specialized skills that have generally been obtained through technical education and/or substantial on-the-job experience.

This class can be distinguished from the lower-level class of Maintenance Technician because incumbents in that class perform semi-skilled maintenance duties that often span multiple maintenance trade areas. It can be distinguished from higher-level Maintenance Lead classes because incumbents in those classes serve as lead workers by assigning, directing and monitoring the work of subordinate skilled and semi-skilled staff on a regular, project or assignment basis.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the direction of a manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve nonroutine problems, referring only unusual matters to the supervisor.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time and/or part time employees on a project or assignment basis.

ESSENTIAL DUTIES

- Inspects, repairs, installs, tests, services and maintains electrical systems, including conduit and duct systems, light and power circuits, motor appliances, generators, control equipment, switches, switchboards, fans, bells, buzzers, clocks, fire alarms and electronic systems.
- Installs interior and exterior wiring and conduit for equipment and appliances.
- Wires newly constructed and altered structures following approved safety standards.
- Replaces circuit breakers and panels.
- Assembles, installs and maintains lighting fixtures and field lighting systems.
- May occasionally perform work on audio-visual equipment, public address and intercom systems.
- Installs and maintains heavy machinery and power tools; may work around high voltage lines and power sources.
- Plans, organizes and lays out assigned tasks; estimates labor and material project costs.
- Maintains a variety of records including those related to preventive maintenance and service performed.
- Monitors supply and equipment inventories and recommends/requisitions purchases.
- Performs semi-skilled duties related to other maintenance trade areas.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Education:** Possession of a High School diploma or GED.
- **Experience:** Two years performing semi-skilled duties as an electrician.
- **Substitution:** Completion of an approved electrician vocational training course may substitute for one of the above-required years of experience.

Knowledge of:

- Skilled methods, techniques, supplies, materials, and equipment utilized in electrical work pertaining to facility, building, and equipment maintenance, repair, and construction.
- Legal mandates, policies, regulations, and guidelines pertaining to the maintenance, repair, and construction of public facilities, office buildings, and equipment.
- Principles and procedures of routine preventive maintenance.
- Occupational hazards and standard safety practices.

Ability to:

- Drive a service vehicle to and from work sites.
- Operate a variety of manual and motorized tools.
- Accurately estimate time and material costs.
- Perform highly skilled and complex craft maintenance functions.
- Interpret blueprints, plans, drawings, schematics, and other data pertaining to the maintenance, repair, and construction of facilities, office buildings, and equipment.
- Maintain a data management, storage, and retrieval system.
- Understand and carry out oral and written directions with minimal accountability controls.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted during the course of the work.

LICENSES AND CERTIFICATES:

- Depending upon assignment, a driver's license that is valid in California may be required for initial and continued employment.

PHYSICAL AND MENTAL STANDARDS:

- **Mobility:** ability to ascend and descend ladders, stairs, scaffolding, and ramps; walk or stand for extended periods.
- **Dexterity:** must have a full range of motion in the upper extremities; manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 50 pounds; occasionally lift objects up to 75 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.

- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact.

TYPICAL WORKING CONDITIONS

- Work typically occurs in both indoor and outdoor environments. Duties may involve exposure to hot, cold, wet, humid, or windy conditions caused by weather; travel from site to site; and exposure to potentially hazardous chemicals, noise, dust and fumes.

Class Adopted: 03/01/09

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