



ELECTRICIAN, JOURNEY

SALARY GRADE: [C3-54](#)

DEFINITION:

This is a skilled position at the journey level, involved in technical work on building and related electrical systems including, but not limited to, power distribution systems, lighting systems, motors, and motor controls and signaling. This work requires comprehensive knowledge of the trade of Electrician. The employee uses appropriate tools, safety techniques, equipment and supplies in the maintenance and repair of electrical systems and equipment of buildings and other College and District facilities. A high degree of independent judgment and creativity is required to select from alternative solutions, materials, supplies and appropriate procedures.

Incumbents in this classification are assigned to work as an electrician, but may also be assigned to assist other Plant Services personnel as needed.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general electrician duties.
7. Uses a computer for entry and retrieval of information.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, forklift, etc.; will use ladders.
10. Estimates cost of jobs; specifies, orders, and procures supplies, materials, tools, and equipment for the purpose of maintaining availability of required items and completing jobs efficiently; maintain inventory of supplies, parts and equipment; confers with appropriate administrator regarding cost effective use of materials and supplies.
11. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
12. Provides direction and training to apprentices as assigned.
13. Performs other related duties as assigned.

Trade Responsibilities

1. Performs electrician duties in connection with a wide variety of building alterations, maintenance and repair projects and other miscellaneous structures.
2. Installs and/or modifies electrical systems (e.g. building infrastructure, exterior, motor/control, clock, energy management, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.

3. Installs, relocates, and maintains building wiring, circuits, switches, transformers, and controls (up to 12,000 volts).
4. Installs necessary interior and exterior wiring for equipment and appliances such as computers, test and lab equipment, pumps, lighting, motors, and service disconnects.
5. Inspects, troubleshoots and repairs motor control centers, starters, contactors, circuit breakers, and related operating equipment.
6. Replaces ballasts in lights; replaces lighting, lamps, and ballasts at athletics fields, including light towers, and in parking lots.
7. Inspects, adjusts, installs, services, tests, repairs, and maintains electrical lighting, power, fixtures, meters, outlets, plugs, fans, outdoor lighting receptacles, motion sensors and motor starters, including data sensing and transmission cabling that may involve pneumatics and instruments, and direct digital controls.
8. Makes inspections and assists with repairs of generating equipment and its auxiliary components.
9. Replaces defective equipment parts for the purpose of maintaining the safe operating conditions; uses various testing equipment to locate problems and makes necessary adjustments.
10. Operates computerized energy management system.
11. Prepares and installs traffic signal circuits and signal control equipment.
12. Analyzes drawings for the purpose of identifying location of current electrical systems to determine future installations of additional systems, components and/or modifications.
13. Checks blueprints to identify possible electrical maintenance problems.
14. Maintains equipment rooms, shops, vehicles and tools.
15. Performs HAZMAT/safety inspections; maintains logs, records and signs fire extinguisher tags.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Electrical principles and their application to the maintenance, repair and installation of electrical systems and devices.
2. Methods, materials, tools, safety practices and equipment used in the electrical trade.
3. Safety factors in the operation of equipment and materials.
4. Applicable safety codes, ordinances and regulations.
5. High voltage testing.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Estimate the scope of a project, costs, materials and timelines required to complete assignments.
3. Read and work from blueprints, technical manuals, charts and schematics.
4. Maintain accurate records and reports on completed assignments.
5. Assign work to and oversee the work of Apprentices in the electrical trade.
6. Operate and maintain a variety of equipment and tools.
7. Understand and carry out oral and written instructions.
8. Observe safety requirements and safe work practices and methods as required.
9. Establish and maintain cooperative work relationships.
10. Work independently and under minimal supervision.

Education

Equivalent to the completion of the twelfth grade. Completion of appropriate trade school courses or the equivalent.

Experience

Three years of experience in a comparable position.

License or Certification

Possession of a valid class C California driver's license.

WORKING CONDITIONS:**Environment:**

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Ability to work at extreme heights.
9. Lift moderate to heavy objects up to 60 lbs.

Date Approved: December 2008