



ELECTRICIAN, APPRENTICE I/II/III

SALARY GRADE: Apprentice I: [C3-46](#); Apprentice II: [C3-48](#); Apprentice III: [C3-52](#)

DEFINITION:

Employees in this classification perform apprentice level work in the trade of electrician and does related work as required.

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

DISTINGUISHING CHARACTERISTICS:

Apprentice I

This is an entry-level position. Employees are required to complete eighteen (18) months of service and one hundred fifty (150) successful hours of trade related vocational instruction. An employee who fails to complete the required hours for training/coursework will be subject to discipline procedures. Employees who attain established levels of proficiency and qualifications are eligible to move to the next level in the apprenticeship program.

Apprentice II

This is a semi-skilled position. Employees are required to complete eighteen (18) months of service and one hundred fifty (150) successful hours of trade related vocational instruction. An employee who fails to complete the required hours for training/coursework will be subject to discipline procedures. Employees who attain established levels of proficiency and qualifications are eligible to move to the next level in the apprenticeship program.

Apprentice III

This is an advanced semi-skilled position. Employees are required to complete eighteen (18) months of service and one hundred fifty (150) successful hours of trade related vocational instruction. An employee who fails to complete the required hours for training/coursework will be subject to discipline procedures. Employees who attain established levels of proficiency and qualifications are eligible to move to the journey level position.

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 for work assignments.
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. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
11. Performs other related duties as assigned.

Trade Responsibilities

Apprentice I works under direction of a Journey level position.

Apprentice II works under the general direction of a Journey level position, with some independence.

Apprentice III works with oversight from a Journey level position, exercising a high level of independence.

All Apprentice positions perform the following:

1. Performance of electrician duties in connection with a wide variety of building alterations, maintenance and repair projects and other miscellaneous structures.
2. Installations and/or modifications of 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. Installations, relocations, and maintenance of building wiring, circuits, switches, transformers, and controls (up to 12,000 volts).
4. Installations necessary interior and exterior wiring for equipment and appliances such as computers, test and lab equipment, pumps, lighting, motors, and service disconnects.
5. 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. 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. 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. Preparation and installation of traffic signal circuits and signal control equipment.
11. Analyzes drawings for the purpose of identifying location of current electrical systems to determine future installations of additional systems, components and/or modifications.
12. Checks blueprints to identify possible electrical maintenance problems.
13. Maintains equipment rooms, shops, vehicles and tools.

EMPLOYMENT STANDARDS:

Apprentice I

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. Read and work from blueprints, technical manuals, charts and schematics.
3. Maintain accurate records and reports on completed assignments.
4. Operate and maintain a variety of equipment and tools.
5. Understand and carry out oral and written instructions.
6. Observe safety requirements and safe work practices and methods as required.
7. Establish and maintain cooperative work relationships.

Education

Equivalent to the completion of the twelfth grade. Trade school courses desirable.

Experience

Basic knowledge of methods, materials, tools, safety practices and equipment used in the electrical trade.

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