

Job Description

Title:	Lead Electrician
Unit:	CSEA 651
Range:	Recommended Range 83 (Previously Range 76. Annual difference of \$5,881.80)
Synopsis:	Classification reviewed job description and determined that the classification was missing key essential functions that were being performed in day-to-day operations
Rational	In addition to overall updates and standardization to the job description, the Lead Electrician has been responsible for monitoring, updating, correcting, and responding to the College fire alarms. This position has become first point of contact regarding the fire alarms on campus and after a market study, it is the recommendation to update the job description and adjust the salary recognizing the broadened scope of responsibility.
Incumbent	1 Incumbent

LEAD ELECTRICIAN

DEFINITION

Under general supervision, leads, trains, oversees, and participates in the work of electrical staff responsible for performing skilled work in installing, maintaining, and repairing of electrical fixtures to improve, maintain, and renovate ~~District~~ **College** buildings and facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the ~~Assistant Director, Facilities Planning & Management~~ **assigned managerial personnel**. Exercises technical and functional supervision over and provides training to assigned electrical staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the Electrician class series responsible for performing skilled electrical maintenance and repair duties, as well as the most complex duties, to ensure that all ~~District~~ **College** buildings and facilities are maintained in a safe and effective working condition and provide the highest level of safety for ~~District~~ **College** and public use. Responsibilities include performing a wide variety of tasks in the inspection, maintenance, and repair of assigned facilities and systems in a timely manner.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Provides lead direction, training, and work review and ~~assessment evaluation~~ to assigned electrical staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work; provides input into selection decisions., ~~disciplinary matters and other personnel decisions.~~
2. Trains and gives guidance to assigned staff in the proper use of electrical equipment, systems, and supplies; observes safe work methods and makes appropriate use of related safety equipment as required; maintains equipment, supplies, and work areas in good working condition, including securing equipment at the close of the workday.
3. Plans, organizes, and lays out assigned tasks; interprets electrical plans, diagrams, blue prints, sketches, and specifications; works from verbal and written instructions and work orders to install and test electrical systems or equipment; secures price quotations for supplies and repairs, including multiple quotes as necessary per ~~District~~ **College** guidelines.
4. Estimates labor, material, and equipment needed for assigned electrical projects; monitors inventory levels of electrical materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
5. Oversees and utilizes open material and service accounts; monitors expenditures to ensure compliance within established budget guidelines; communicates discrepancies with ~~the Assistant Director~~ **managerial personnel**.
6. Oversees outside contractors performing electrical maintenance and repair services to ensure completeness and accuracy.
7. Repairs, installs, tests, services, and maintains electrical systems, including conduit, wiring, light and power circuits, motor appliances, generators and switches; ensures compliance with building codes applicable to the electrical trade.
8. Operates a variety of specialized equipment, including meters, testers, soldering irons, wire pullers, conduit benders, lifts, drills, and various other hand and power tools; drives a vehicle to perform work.
9. Installs and tests interior and exterior wiring for equipment and appliances; assembles and repairs lighting fixtures, wiring and controls; installs, and repairs sockets, capacitors, bulbs and other lighting

- parts, wiring and assemblies; repairs scoreboards and field lighting systems as needed; installs new electrical systems and equipment, including ballasts.
10. Performs preventive maintenance on ~~District~~ **College**-wide electrical panels; checks and services circuit breakers, distribution panels, and transformers; replaces parts as needed
 11. ~~Installs interior and exterior wiring for equipment and appliances.~~
 12. Wires new and altered buildings, replaces fuses, and assembles and repairs lighting fixtures and field lighting systems; troubleshoots electrical problems and investigates and repairs electrical failures.
 13. Responds to elevator service calls; inspects and verifies safe and proper operation of electrical systems; requests elevator service mechanics, when required.
 14. ~~Estimates labor, material, and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.~~
 15. ~~Records and maintains labor and material records.~~
 16. **Installs and maintains electrical systems and equipment, including fire alarms; inspects, tests, and repairs smoke and heat sensors, fire alarms, pulls, and panels to meet applicable standards; requires the ability to promptly respond to emergencies, including fire alarms and power outages.**
 17. **Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.**
 18. **Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Assists in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to Human Resources and other appropriate authority as necessary.**
 19. ~~Assists other District employees with various projects including carpentry, plumbing, HVAC, locksmith, painting, and other skilled crafts by performing skilled, semi-skilled, and unskilled duties.~~
 20. ~~Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.~~
 21. Performs other related **lower classification** duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Principles, practices, methods, equipment, materials, and tools used in electrical maintenance and repair of ~~District~~ **College** electrical systems, including applicable electrical codes.
3. Safe application, operation, and maintenance of tools and equipment used in the electrical trade.
4. Basic principles and practices of providing technical and functional direction and training to assigned staff.
5. **Modern office practices, methods, and computer equipment and applications related to the work.**
6. ~~Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.~~
7. Occupational hazards and safety equipment and practices related to assigned area of responsibility.
8. Standard office practices and procedures, including the use of standard office equipment and basic record-keeping.
9. Safe work practices, including safe driving rules and practices.
10. ~~English usage, spelling, vocabulary, grammar, and punctuation.~~

11. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and ~~District~~ **College** staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. ~~Plan, schedule, assign, and oversee activities of electrical personnel.~~
2. Inspect the work of assigned staff and maintain established quality control standards.
3. ~~Train assigned staff in proper and safe work procedures.~~
4. ~~Identify and implement effective course of action to complete assigned work.~~
5. Perform a variety of complex technical tasks related to electrical installation repair and maintenance work.
6. Perform basic preventative maintenance of equipment and tools.
7. ~~Skillfully and safely operate a variety of equipment and power and hand tools used in the electrical trade.~~
8. ~~Troubleshoot electrical problems and determine materials, costs, and supplies required for repairs and maintenance projects; recommend purchases.~~
9. Read, understand, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
10. Understand and follow ~~written and verbal directions, instructions and safety rules and procedures.~~
11. Maintain accurate logs, records, and basic written records of work performed.
12. ~~Operate modern office equipment including computer equipment and software programs.~~
13. Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints, and technical regulations.
14. Use math applicable to the electrical trade, ex. basic math, algebra, geometry, trigonometry and physics.
15. ~~Operate a truck, tow equipment and observe legal and defensive driving practices.~~
16. Organize own work, set priorities, and meet critical time deadlines.
17. Use ~~English effectively to communicate in person, over the telephone, and in writing~~ **communication effectively.**
18. ~~Understand scope of authority in making independent decisions.~~
19. **Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.**
20. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
21. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

~~Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:~~

Equivalent to the completion of the twelfth (12th) grade and five (5) **full time equivalent** years of experience in journeyman level electrical maintenance and repair work.

Licenses and Certifications:

1. The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of a valid California Driver's License.
2. A certification as a qualified journey level electrician from an approved institution is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in and around ~~District~~ **College** buildings and facilities, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. ~~Employees~~ **Incumbent** must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

~~Employees~~ **Incumbent** work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. ~~Employees~~ **Incumbent** may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

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