



Sequoia Union High School District

Job Description

JOB TITLE:	Lead Maintenance Electrician
REPORTS TO:	Director Maintenance and Operations
CLASSIFICATION:	Classified / M&O
SALARY SCHEDULE:	17.0
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	Site District
BOARD APPROVAL:	11/5/1997

DEFINITION

Under general supervision, to provide lead supervision of District electrical work; to perform journey level electrical repair, installation, troubleshooting and maintenance; to oversee contracts for service and supplies; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a lead-level classification providing lead supervision to others, and performing journey-level electrical work on a variety of District properties and equipment. This classification works under general supervision and principles and practices of the trade.

EXAMPLES OF DUTIES

- Prioritizes and assigns work; lays out larger scale jobs involving more than one electrician;
- Reviews and inspects completed work, insuring compliance with codes;
- Trains new employees on unique aspects of District electrical systems and equipment;
- Coordinates and monitors supply contracts with vendors; reviews and verifies all records of purchases made by electricians;
- Oversees contractors performing larger scale work such as installation of District 75 kv transformers;
- Participates in interview panels and recommends selection of new electricians;
- Participates in lead worker meetings with other trades and crafts representatives;
- Drills walls, cuts, bends, installs and joins conduit; pulls wire and wires rough-in, sets panels, installs breakers, and installs switches, outlets, and electrical fixtures for remodelled areas;

- Troubleshoots electrical line, system and equipment problems using voltage tester, amp and volt probes, ammeter, and continuity tester;
- Responds to and resolves electrical emergencies;
- Fishes walls and adds electrical lines and circuits for upgrading capacity;
- Installs, repairs and maintains electrical machinery, equipment and devices such as pumps, motors, magnetic starters, contactors, and float, pressure and limit switches, including three phase systems;
- Changes ballasts, installs and replaces fixtures, changes specialized lamp bulbs, and assists in retro-fitting for energy efficiency;
- Works above ground using ladders and bucket truck; works in crawl spaces and attics;
- Reads, interprets and updates blueprints and schematics; reads manuals;
- Prepares rough schematics and diagrams for electrical installations;
- Maintains various records and logs of work performed and materials used.

QUALIFICATIONS

Knowledge of:

Basic principles of electricity including voltage, amperage, wattage, resistance and induction.
 Methods, materials, tools and equipment used in the troubleshooting, repair, maintenance and installation of wiring, circuitry, breakers, panels, fixtures, and electrical equipment and machinery including 3 phase systems and equipment, transformers and high voltage lines up to 4160 volts.
 Safety precautions and safe working practices including work with live voltage up to 208.
 National and local electrical building code requirements and standards.

Skill in:

- Providing lead direction to others.
- Overseeing vendors providing services and supplies.
- Troubleshooting, repairing, maintaining and installing conduit, wiring, circuitry, breakers, panels' fixtures, and electrical equipment and machinery including 3 phase systems and equipment, and high voltage lines and equipment such as transformers.
- Operating hand and power tools used in the trade.
- Preparing logs and records and completing paperwork related to work of the unit and materials purchased and used.
- Reading and interpreting blueprints, schematics and manuals.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to attainment of journey level status as an electrician, and two years of journey level experience as an electrician

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Color vision to distinguish color coded wiring and parts.
- Manual dexterity and arm strength to use hand and power tools and equipment, pull wiring, bend conduit, and connect large capacity wires.
- Work in potential exposure to live electricity, temperature extremes, inclement weather, and chemical liquids, solids and fumes associated with electrical work.
- Working in cramped spaces including attics, crawl spaces, and excavations, and above ground on ladders and in bucket trucks.
- Physical strength and stamina to perform sustained strenuous physical labor, and lift and carry up to 90 pounds.
- Mobility to walk, climbs, stoops, kneel, crawl and work in awkward positions.
- Vision sufficient to operate machinery, equipment, and vehicles; read and interpret blueprints and work orders.
- Speech and hearing sufficient to receive and give information and instructions.

OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record.