

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Electrician Assistant Supervisor	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0671	WORK YEAR:	12 Months
DEPARTMENT:	Facilities and Maintenance	SALARY:	Flat Rate Salary Schedule C1
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	03-09-92
		HR APPROVAL:	06-11-10

BASIC FUNCTION:

Perform journey-level skilled electrical work in the repair, alteration, construction, installation, and maintenance of electrical distribution centers, systems, and equipment; train and provide work direction to assigned skilled electrical staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform journey-level skilled electrical work in the repair, alteration, construction, installation, and maintenance of electrical distribution centers, systems, and equipment. **E**

Train and provide work direction to assigned staff; assure work completed and in progress comply with applicable laws, rules, and regulations; coordinate work with other shops; monitor contract work. **E**

Assist in planning, scheduling, and leading the day-to-day operations of assigned staff. **E**

Estimate projects in terms of labor and materials; collect data to support cost estimates for repair projects and submit to supervisor; order and purchase materials according to established guidelines; budget management; maintain material inventories. **E**

Assist in establishing preventive maintenance schedules and programs; recommend priorities of repair projects. **E**

Respond to after-hours emergency situations as directed. **E**

Inspect, repair, install, test, service, and maintain electrical systems, including conduit and duct systems, light and power circuits, motor appliances, generators, control equipment, switches, switchboards, fans, time clocks, bells, buzzers, clocks, intrusion alarms, intercom and fire alarm systems; assure balanced load and clean electrical flow. **E**

Install interior and exterior wiring and conduit for equipment and appliances; install, repair, and maintain ceiling lighting, ballasts, and lamps; bend conduits; install pull boxes. **E**

Wire new construction, remodels, and altered structures according to established safety standards, as well as meet the requirements of the Americans with Disabilities Act (ADA) and the National Fire Protection (NFP) Act. **E**

Inspect and repair main distribution breakers, transformers, and high voltage systems. **E**

Replace circuit breakers and panels; work with energy management systems. **E**

Fabricate parts such as panel covers, mounting boards, and motor control panels. **E**

Assemble, install, and maintain lighting fixtures, switches, and field lighting systems. **E**

Plan, organize, and lay out assigned electrical tasks; work from blueprints, drawings, schematics, sketches, and electrical specifications; operate a computer to maintain records and drawings; update files and plans to reflect changes in electricity. **E**

Operate trencher, backhoe, scissor lift, JLG lift, boom truck, and power scaffold. **E**

Operate and maintain a variety of specialized hand and power tools and equipment; drive a district vehicle to conduct work; lift and carry heavy objects. **E**

Maintain records of work that is in progress or has been completed; assure work completed and in progress comply with applicable codes, laws, rules, and regulations; inspect contractor work for compliance; conduct quality control inspections; perform preventative maintenance. **E**

May perform duties wearing appropriate protective clothing, approved respirator, and other equipment when necessary. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school, and four-year electrician apprenticeship program or journey-level training in an electrician environment. Six years of journeyman-level electrical experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California Class C driver's license; employee entrance evaluation (lifting test); physical examination for wearing a respirator may be required; furnish own hand tools. Certification in asbestos awareness, or attend asbestos awareness training within six months of employment. Optional forklift certification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, materials, tools, and equipment used in of the electrical trade.

Electrical codes and regulations applicable to school facility maintenance, repair, and construction.

Electrical and electronic theory.

Design, construction, installation, and maintenance of electrical apparatus.

Principles of training and providing work direction.

Operation of a computer and related software.

Computer wiring.

Basic record-keeping techniques.

Technical aspects of field of specialty.

Safe working methods and procedures.

High voltage installation, tools, and safety.

Health and safety regulations.

ABILITY TO:

Perform journey-level skilled electrical work.

Train and provide work direction to others.

Accurately estimate labor and material costs.

Work from diagrams, blueprints, shop drawings, sketches, shop plans, and specifications.

Plan, organize, and lay out electrical work.

Troubleshoot electrical systems.

Work on equipment while power is on.

Operate a computer and work effectively with software programs.

Maintain a safe atmosphere while working around students.

Maintain records, and prepare complete and concise reports.

Understand and follow oral and written directions.

- Establish cooperative working relationships with others.
- Work independently with minimal supervision.
- Operate a vehicle, observing legal and defensive driving practices.
- Lift and carry heavy objects according to safety regulations.
- Work efficiently to meet schedules and timelines.
- Operate and maintain specialized tools of the electrical trade.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor and outdoor environment; drive a vehicle to conduct work; work in adverse weather conditions.

SAMPLE PHYSICAL ABILITIES:

Kneel; lift, and carry heavy objects; climb ladders and work from heights; crawl, dig, and pull; dexterity of hands and fingers to operate specialized hand and power tools; reach overhead, above the shoulders, and horizontally; stand and walk for extended periods of time; bend at the waist.

SAMPLE HAZARDS:

Exposure to electrical power supply and high voltage; work from heights; work in a dusty, cramped, or restrictive work chamber; exposure to hazardous materials, such as lead, asbestos, ballasts containing polychlorinated biphenyl (PCB), chemicals and contact cleaner; repetitive hand motion.

(Former Title: Electrician Assistant Foreperson)

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date