PALOMAR COMMUNITY COLLEGE DISTRICT

MAINTENANCE ELECTRICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of electrical work in the installation, maintenance and repair of the District's electrical systems and equipment; to troubleshoot power and equipment failures; and to inspect, repair and maintain campus lighting.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor, Building Services.

May exercise functional and technical supervision over assigned staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform a variety of electrical work in the installation, maintenance and repair of the District's electrical systems and equipment; repair wiring and electrical equipment as needed.

2. Install, inspect, maintain and repair electrical systems including conduit and duct systems, light and power circuits, motor appliances, generators and switches.

3. Install interior and exterior wiring for equipment and appliances; wire new and altered buildings; adjust transformer output voltages; replace fuses.

4. Install raceways and panels; fabricate brackets, holders, boxes and supports.

5. Assemble lighting fixtures and lighting systems for parking lots; inspect, repair and maintain campus lighting.

6. Operate a variety of equipment, tools and vehicles including electrical metering devices, saws, golf cart and various hand tools.

7. Requisition tools, materials and equipment; order appropriate materials and supplies as needed.

8. Respond to and resolve various emergency calls and routine calls for service.
Marginal Functions:
1. Perform repair work on audio-visual equipment and public address systems.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:
Methods, tools and equipment used in the maintenance and repair of electrical systems.
Principles and procedures of electrical maintenance.
Design, construction and installation methods of electrical apparatus and equipment.
Operational characteristics of various electrical systems.
Occupational hazards and standard safety practices.
Regulations and applicable laws regarding the use and disposal of hazardous materials.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:
Perform a variety of electrical maintenance and repair work.
Install, maintain and repair electrical wiring and associated systems.
Read, interpret and work from blueprints, plans and various technical drawings and manuals.
Install, inspect, maintain and repair District lighting systems.
Operate a variety of maintenance equipment in a safe and effective manner.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
Four years of experience in maintaining and repairing electrical systems.

Training:
Equivalent to the completion of the twelfth grade supplemented by specialized training in electrical theory or a related field.
License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to noise, electrical energy and high voltage; work or inspect in confined spaces or at heights on scaffolding and ladders.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; heavy, moderate or light lifting and carrying; kneeling or climbing; operating motorized equipment and vehicles; the ability to distinguish color; near visual acuity for the inspection and maintenance of electrical wiring.