

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE ELECTRICIAN I

DEFINITION:

Under the supervision of the Maintenance and Operations Supervisor, assists in the installation, maintenance, and repair of electrical systems and equipment.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Electrician I is the entry-level classification in the series and incumbent assist in electrical installation, maintenance and repairs and perform semi-skilled duties. The Maintenance Electrician II performs skilled level electrical installation, maintenance and repair work, and provides training and work direction to the Maintenance Electrician I, as assigned.

STATEMENT OF TYPICAL DUTIES:

- a. Assists in the inspection, repairs, installations, servicing and maintenance of electrical systems including cables and conduit, light and power circuits, transformers, motors, fire alarm systems, bell, buzzer, clocks and fans.
- b. Assists in the installation of additional electrical load and circuitry to expand existing systems.
- c. Assists in the installation or replacement of necessary interior and exterior wiring for equipment, appliances and lighting.
- d. Assists in the installation, maintenance and repair of electrical lighting and power systems; replaces fuses; repairs power machinery and equipment; sets and adjusts clocks.
- e. Estimates and orders materials and supplies needed in installation, maintenance and repair activities.
- f. Learns, observes and complies with Federal, State and local electrical codes.
- g. Works from sketches, plans, drawings, blueprints and specifications.
- h. Assists in the diagnosis of electrical problems; tests electrical systems and equipment and determines repair needs.
- i. Observes and complies with prudent safety policies and procedures; observes safety of others and recommends precautionary action, if necessary, while repairs are in progress.
- j. Operates a variety of equipment and machines including testing instruments, drills, saws and other hand and power tools.

- k. Maintains routine records related to assignments and work completed.
- l. Provides assistance to other maintenance trades projects, as assigned or as necessary.
- m. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

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KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic methods, materials, tools and equipment used in electrical installation, maintenance and repair work.
- Basic electrical theory and principles.
- Proper methods of storing equipment, materials and supplies.
- Appropriate safety practices and procedures.

Ability to:

- Assist in electrical installation, maintenance and repair work and learn the trade.
- Learn to operate a variety of tools and machines utilized in the electrical trade safely and efficiently.
- Work from blueprints, shop drawings and sketches for electrical work.
- Make arithmetic calculations quickly and accurately.
- Learn, observe and comply with electrical codes.
- Understand and follow oral and written directions.
- Read, interpret and follow rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Work involves indoor and outdoor activities; subject to adverse weather conditions, high voltage, climbing and lifting.

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