

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Electrician

**Department:** Maintenance

**Location:** District-wide

**Date:** 07/15/15

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**POSITION PURPOSE**

Under general supervision, the Electrician performs journeyman level electrician technical work in the installation and replacement of electrical fixtures and wiring in buildings and equipment, such as power distribution systems, lighting systems, motors, and motor controls and signaling. This work requires comprehensive knowledge of the trade of Electrician. Incumbent in this classification uses appropriate tools, safety techniques, equipment and supplies to maintain and repair the electrical systems and equipment of building and other facilities, and to perform a variety of related construction and general maintenance work as required.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Inspect, plan, repair, install, service and maintain electrical systems, including conduit and duct systems, light and power circuits, motors, generators, transformers, control equipment switches, and other types of electrical lighting and power components.
2. Prepare and adhere to a schedule of periodic electrical system inspections and preventive maintenance.
3. Maintain electrical systems in compliance to electrical standards and codes, and health and safety requirements.
4. Install fire alarm, clock, and bell signal systems.
5. Redesign and alter incomplete or improper electrical systems.
6. Analyze drawings for the purpose of identifying location of current electrical systems to determine future installations of additional systems, components and/or modifications.
7. Replace ballasts in lights; replace lighting, lamps, and ballasts at athletics fields, including light towers, and in parking lots.
8. Install necessary interior and exterior wiring for equipment and appliances such as computers, test and lab equipment, pumps, lighting, motors, and service disconnects.
9. Check blueprint to identify possible electrical maintenance problems.
10. Estimate cost of jobs; order and maintain inventory of electrical supplies and materials; confer with appropriate administrator regarding cost effective use of materials and supplies.
11. Perform general maintenance work as required, including clean up after work is completed.
12. May serve as electrical inspector on small District projects.
13. May supervise others in performance of electrical work.
14. May be on-call twenty-four hours a day.
15. Perform other related duties as assigned.

**Knowledge of:**

1. Methods, materials and equipment used in the electrical trade.
2. Operations and repair of high voltage electrical switch gear system or similar systems.
3. The national Electric Code, Electrical Safety Orders of the Division of Industrial Safety CAL / OSHA Regulations and local applicable electrical codes and ordinances.
4. Safety factors in the operation of equipment and materials.
5. High voltage testing.

**Ability to:**

1. Read, prepare, interpret and work from wiring diagrams, schematics, drawings and blueprints.
2. Repair, install, service, and maintain electrical equipment and wiring systems.
3. Use and care for electronic tools.
4. Follow oral and written instructions and to work cooperatively with others.
5. Analyze and diagnose system malfunctions.
6. Maintain accurate computerized or manual records and reports on completed assignments.
7. Operate and maintain a variety of equipment and tools in safe, clean and proper working condition.
8. Observe safety requirements and safe work practices and methods as required.
9. Understand and carry out oral and written instructions.
10. Work independently and under minimal supervision.

**Experience and Education:**

1. Educational equivalent to the completion of the 12th grade.
2. Completion of appropriate trade school courses or journey-level certification.
3. Three years of increasingly responsible journey level electrician experience.
4. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

**Licenses and Certificates:**

1. A valid California motor vehicles driver's license.

**WORKING CONDITIONS:**

**Environment:**

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Include travel to conduct work.

**Physical Abilities:**

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Ability to work at extreme heights.
9. Lift moderate to heavy objects up to 60 lbs.

Board Approved: 7/14/15  
Salary Range: 122 (change from flat rate effective 7/1/14)  
EEO Category: 2B5 – Skilled Crafts