



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 23-2022/23
DOCUMENT NO. 16-2022/23
DATED 09/20/2023

MAINTENANCE TRADESPERSON- ELECTRICIAN

DEPARTMENT/SITE: Maintenance and
Operations

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 44

WORK CALENDAR: 261 Days

REPORTS TO: Supervisor - Maintenance

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Supervisor - Maintenance, the Maintenance Tradesperson Electrician provides maintenance services with specific responsibility for ensuring completion of low voltage electrical projects; performs support as required in other skilled maintenance activities (e.g., carpentry, plumbing, painting, HVAC, ventilating systems, alarms); assigns the workflow of other staff; and ensures that tools and materials are available at job site. The incumbents in this classification provide the school community with building maintenance services to keep school and other facilities operational which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform at the journey level in a lead role in the electrical trade and provide leadership to the lower-level Maintenance Journeyperson and Electrical specialty classifications, both of which may also help on larger scale projects. This class differs from the other Lead-level classes in the various trades by their individual focus.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Analyzes blueprints, schematics, and drawings to determine the efficient installation of new or upgraded systems.
- Coordinates workflow of other maintenance staff to ensure that tasks are prioritized and assigned according to individual strengths and time availability.
- Fabricates equipment parts as required to meet specialty needs and/or replace unavailable parts.
- Informs personnel regarding procedures and/or status of work orders to provide information for making decisions, take appropriate action and/or comply with building and safety regulations.
- Diagnoses causes of electrical problems or failures (e.g., power outage, school clock system malfunction, outlet failures) to identify equipment and/or systems repair.
- Estimates materials and/or equipment quantities needed to compete work projects to obtain materials and assign tasks to ensure job completion.
- Informs personnel regarding status of work orders (e.g., supervisory staff, other maintenance workers, school site personnel) to provide information for making decisions, take appropriate action and/or comply with health and building regulations.
- Installs electrical system components (e.g., power outlets, interior and exterior light fixtures, electrical wiring and conduit, security alarm systems, school clock system) to provide enhanced and/or upgraded electrical capabilities.

- Leads and provides work guidance to assigned maintenance personnel; trains assigned personnel to develop and/or improve professional trade and safety awareness skills.
- Maintains tools and equipment.
- Participates in meetings, workshops, training, and seminars, as assigned.
- Performs routine and preventive maintenance (e.g., bell schedule updates, checking wiring and fixtures) to ensure the ongoing functioning of electrical systems.
- Procures equipment and supplies (e.g., switches, circuits, wiring, conduit) to maintain inventory and ensure availability of items required to complete the necessary installation and/or repair.
- Repairs electrical components and/or systems (e.g., motors, circuits, transformers, generators, compressors, switches, outlets, school clock systems, cathodic protection system, building security alarm system) to ensure their safe working condition.
- Responds as directed to emergency situations during and after hours to resolve immediate safety concerns.
- Transports a variety of tools, equipment, and supplies (e.g., switches, circuits, conduit, wiring) to ensure the availability of materials required at job site.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios
- Methods, techniques, materials, tools used in installation, troubleshooting, maintenance, and repair of electrical systems/subsystems
- Blueprints and schematics
- Safety precautions and procedures
- Electrical codes and regulations
- Health and safety regulations
- Proper methods of storing equipment, materials, and supplies
- Requirements of maintaining school buildings in a safe, clean, and orderly condition
- English usage, grammar, punctuation

Skills and Abilities to:

- Use hand and power tools skillfully and safely
- Safely operate a variety of equipment and machinery used in the electrical trade
- Operate a motor vehicle as necessary
- Troubleshoot/maintain mechanical, electrical, environmental systems/subsystems including control/balancing these systems
- Establish and maintain effective working relationships
- Solve problems effectively, including with equipment
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Plan and manage projects
- Maintain routine records
- Adapt to changing work priorities
- Communicate with diverse groups
- Meeting deadlines and schedules
- Work as part of a team

- Work independently and with interruptions

RESPONSIBILITY:

Responsibilities using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalency.

EXPERIENCE REQUIRED:

Five (5) years' experience as a Maintenance Worker or Maintenance Journeyperson, with three (3) years of this experience performing electrical trade specific journeyperson-level work.

LICENSE(S) REQUIRED:

- Valid, current Class C California Driver's License to drive to various district sites and transport equipment and materials.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Certified electrician by the state of California
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam C through District's provider at District's expense
 - Enrollment in the Department of Motor Vehicles employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed both indoors under minimal temperature variations and outdoors, subject to extreme temperatures and hazards such as working with heavy power equipment and tools
- Drive vehicle to conduct work
- Requires extensive walking and standing
- Regular lifting, carrying, pushing, and/or pulling of moderate to heavy objects
- Stooping, kneeling, crouching, and/or crawling and some climbing and balancing
- Significant fine finger dexterity to manipulate objects and tools
- Hearing and speaking to exchange information
- Visual acuity to operate equipment, see/read documents and computer screen