

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Electrician	Range:	41
Date Revised:		Date Approved:	April 8, 2003

### PRIMARY PURPOSE

This position is responsible for performing skilled journey-level electrical work in the installation, maintenance and repair of electrical systems and equipment.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Inspects, repairs, installs, services and maintains electrical systems including conduits, lighting and power circuits, transformers, generators, control equipment, switches, switchgears, motors, fire alarms and clocks.
2.	Performs minor repairs to related electrical equipment; replaces fuses, switches, light bulbs, fluorescent tubes, receptacles and other fixtures; performs preventive maintenance duties as assigned.
3.	Installs and performs repairs of electrical systems and controls for lighting.
4.	Diagnoses and resolves electrical and wiring problems; tests, troubleshoots and repairs motors and related controls, gears and equipment.
5.	Communicates with a variety of District personnel regarding service requests and electrical problems
6.	Communicates with vendors, manufacturers and other electrical repair personnel to purchase materials, exchanges information and discusses repair/servicing techniques; orders, receives and stores electrical materials and supplies.
7.	Operates a variety of tools and equipment including drills, voltage testers, ohmmeter, other maintenance tools and safety equipment.
8.	Observes and complies with Federal, State and local electrical codes; observes safety of others and takes precautionary measures if necessary while repairs are in progress.
9.	Maintains a variety of records and reports regarding service requests and time and materials used.
10.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
12.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

None

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**WORKING RELATIONSHIPS**

The Electrician maintains frequent contact with various District departments and personnel, and outside contractors.

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**EDUCATION AND EXPERIENCE**

Minimum Qualifications

High School Diploma or GED and any combination of training and experience equivalent to journey level experience.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the installation, repair and maintenance of electrical systems and equipment
- Knowledge of materials, methods, tools and equipment used in electrical work
- Knowledge of basic electrical theory and calculation of formulas
- Knowledge of electrical codes and their proper implementations
- Knowledge of health and safety regulations
- Knowledge of record keeping techniques
- Ability to work from sketches, plans, drawings, blueprints and specifications
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to safely operate a variety of tools and equipment including drills, voltage testers, ohmmeter
- Ability to plan, organize and prioritize work
- Ability to work independently with little direction
- Ability to meet schedules and time lines
- Ability to understand and follow oral and written directions
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

A valid California Driver's License

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**TRAINING REQUIREMENTS**

- Asbestos Awareness (16 hours)
  - Confined Space
  - Industrial Truck/Forklift Certification
  - Lead Awareness
  - Lockout/Tagout
  - Respiratory Protection
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Utility Cart Certification

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**WORKING CONDITIONS**

Indoor and outdoor environment; subject to adverse weather conditions; exposure to high voltage and assorted chemicals such as fiberglass and asbestos; subject to lifting (up to 50 pounds unassisted), standing, bending, using stairways, ladders (heights up to 75 ft.), scaffolds, crawling in confined areas.

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