



JOB DESCRIPTION

JOB TITLE: **Craftsman Maintenance VII - Electrician II**

Position Type: Classified	Department: Facilities
Salary Schedule: Classified	Reports to: Facilities Director
Salary Range: 32	
Term of Employment: 12 months	Date: October 25, 2016
Shift: Day/Night	Approved by: Human Resources

POSITION SUMMARY:

Performs a variety of highly skilled electrical work in the installation and repair of electrical circuitry and other electrical components, fixtures, appliances and equipment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Evaluates work orders and determines material needs and costs to complete the project.
- Installs conduit and pulls electrical wire to new outlet for 110 and 208 volt equipment.
- Inspects work areas in order to perceive or detect problems, need for repair or maintenance or other factors of a routine or similar nature affecting manual work to be done.
- Plans installation or repair projects by examining space sketches, blueprints and schematic drawings.
- Repairs and installs light switches and electrical outlets.
- Inspects building and facilities for malfunctions in electrical system or electric elements in need of repair.
- Inspects and examines conditions of electrical circuits and equipment.
- Reads and interprets schematic drawings and maintenance manuals used in maintenance and repair of electronic equipment.
- Fills out requisitions in preparation for typing, based on general guidelines and past orders to acquire materials and supplies needed in the work unit.
- Installs underground electric cable.
- Performs minor building electrical repair, including replacement or repair of switches, fuses, bulbs or cords.
- Connects grounding cords and plugs to electric or electronic equipment in buildings and facilities.

- Repairs electric appliances of various kinds by disassembling, adjusting and replacing parts.
- Performs repairs on 277-480 volt (panels, services, lighting, etc.).

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Is subject to call outs during evening, weekends or holidays if emergency repairs and/or maintenance are needed.

SUPERVISORY RESPONSIBILITIES:

- Assists and trains less experienced personnel.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Able to work a flexible schedule, which may include weekend work.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.
- Estimation skills of project costs, time and labor.
- Knowledge of contemporary methods and techniques of electrical construction, maintenance and repair.
- Knowledge principles and standards of the National Electrical Code.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Valid Arizona Drivers License.
- Must not have accrued six (6) points against driver's license within the past three (3) years.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or general education degree (GED).
- A minimum of 4 years proven experience in the skilled trade or craft (electrician) and/or training or equivalent combination of both.

ADVANCEMENT REQUIREMENTS FROM ELECTRICIAN I LEVEL:

- May attain this level of Electrician II after 4 years of service at Electrician I, and meet all testing requirements.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move more than 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually loud.
- The employee frequently works near moving mechanical parts.
- The employee occasionally works in high, precarious places and in outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide too subject to change.