

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

ELECTRICIAN LEAD

Salary Range 22

BASIC FUNCTION: Under the direction of the Maintenance Supervisor, provides lead duties in performing skilled electrical work in the repair, maintenance, alteration and construction of District buildings and facilities; installs, repairs, services and maintains electrical systems and equipment. Provides work direction to appropriate staff and fills in for Maintenance Supervisor during his/her absence. Performs other related duties as assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Provides lead duties in installing or replacing necessary interior and exterior wiring for equipment, appliances and lighting; wire new and remodeled buildings according to established codes. (E)
- Troubleshoot electrical systems to locate defects or malfunctions; replace fuses, cords and sockets; install, test and maintain high voltage equipment, including switch gear. (E)
- Inspect, repair, install, test, service and maintain electrical and lighting systems, equipment and fixtures including conduit and duct systems, primary and branch circuit feeders, motors, transformers, control equipment, switches, switchboards, plugs, lights, circuit breakers, fans, fire alarms, clocks, heating and air conditioning control wiring, and communication and data cabling.(E)
- Observe, interpret and comply with federal, State and local electrical codes; inspect work of contractors to ensure compliance with specifications, plans, regulations and codes. (E)
- Communicate with immediate supervisor, administrators, skilled maintenance personnel, contractors and others concerning electrical construction, maintenance and repair issues. (E)
- Operate a variety of tools and power equipment including a variety of voltage testing meters, scopes, conduit benders, hand tools and equipment. (E)
- Request supplies from immediate supervisor; maintain electrical inventory records and track electrical supplies usage. (E)
- Lubricate, adjust, repair and/or replace equipment as required, perform preventive maintenance to electrical equipment; repair master clock and clock systems, scoreboards, athletic field lights and a variety of other electrical repairs. (E)
- Work from sketches, plans, drawings, blueprints, specifications, wire diagrams and schematics. Inspect work in progress and work completed by contractors to ensure compliance with plans, specifications, electrical codes and time lines. (E)
- Diagnose and resolve difficult electrical problems; observe safety of others and recommend precautionary action while repairs are in progress as necessary. (E)
- Plan, recommend and perform energy conservation measures to comply with State regulations. (E)
- Research and evaluate products for best sources; recommend purchase of selected parts, materials and equipment; assist in labor and material estimations for projects; prepare and maintain work orders, records and reports related to work completed, work in progress, and work to be performed. (E)
- Train, assign and review the work of student workers and temporary short-term employees.
- Collaborate with personnel as assigned.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by completion of a designated electrical apprenticeship program and five years increasingly responsible journeyman-level electrical experience in commercial facilities. One year of experience in a lead capacity desirable.

LICENSES AND OTHER REQUIREMENTS:

- **California State Electricians License.**
- A valid California driver's license.
- Must obtain a valid Forklift Certificate, CERT Training, Lead Awareness, Asbestos Awareness and Cart training within the first year in this classification.

KNOWLEDGE OF:

- National Electrical code, Electrical Safety Codes of the Division of Industrial Safety, and local electrical ordinances, CALOSHA and OSHA rules and regulations.
- Technical aspects of field and of trade.
- Standard tools, equipment, methods and techniques and practices used in the skilled electrical trade.
- Operation and maintenance of specialized and standard tools, equipment and machinery used in the electrical trade.
- Basic electrical theory and calculation of formulas.
- Trouble shooting techniques applied to digital and analog circuits.
- Electronic testing equipment used in service and maintenance work.
- Fire, Life and Health and safety regulations.
- Computer applications.
- Proper recordkeeping techniques.

ABILITY TO:

- Perform emergency work after hours and/or on weekends as required.
- Perform routine skilled electrical work in the repair, maintenance, alteration and construction of District buildings, facilities and campus lighting.
- Perform routine repairs installations and maintain a wide variety of electrical systems and equipment.
- Perform routine mathematical calculations accurately related to electrical trade in a timely manner.
- Perform routine work from blueprints, shop drawings and sketches and recommend improvements.
- Analyze emergency situations accurately and take appropriate effective action.
- Understand and follow oral and written directions.
- Perform routine work independently with little direction.
- Analyze situations accurately and take appropriate effective action.
- Prepare cost estimates and research best source of supplies.
- Provide electrical work guidance to temporary short-term employees, student workers and others.
- Read and write English at a level required for successful job performance.
- Maintain routine records daily, weekly, monthly logs to include preventive maintenance repairs and projects.
- Operate and maintain a variety of hand tools, powered tools, machinery and equipment utilized in the basic trade.
- Work cooperatively with co-workers, staff, faculty, students, contractors and vendors.
- Observe legal and defensive driving practices when operating District vehicles and equipment.
- Perform basic computer skills and learn new software applications as required.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides lead work direction to Electrician, student workers, summer helpers, and other facilities staff as required.

CONTACTS: Co-workers, other departmental personnel, vendors, contractors, outside businesses, staff and students.

PHYSICAL EFFORT:

- Lifting heavy objects.
- Dexterity of hands and fingers to operate specialized equipment, hand tools, power tools and machinery.
- Pulling cables and wires.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Moderate routine lifting.

WORKING CONDITIONS:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Adverse weather conditions, dusts, and fumes.
- Exposure to electrical power supply and high voltage.

Approved March 2016