



Classification Title: Assistant Electrician

Department:	Building Services	EEO6 Code:	7
Employee Group:	Classified	Salary Grade:	24
Supervision Received From:	An Assigned Supervisor in Building Services	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	9/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Performs semi-skilled electrical work in the installation, maintenance and repair of the District's electrical systems and equipment.

DISTINGUISHING CHARACTERISTICS.

Assistant Electrician is a sub-journey-level trade classification. Incumbents assist journey-level Electricians and other Facilities staff in performing electrical duties and responsibilities. Assistant Electrician is distinguished from the Electrician in that the former class is assigned less complex electrical repair and maintenance work.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs semi-skilled electrical and electronic installation, repair, service and maintenance work on a variety of systems and equipment, following electrical code, specifications and schematics.
2. Inspects, diagnoses malfunctions and repairs electrical systems, appliances, equipment and apparatus; performs predictive, preventative and corrective maintenance on equipment and structures; utilizes testing devices such as ohmmeters and voltmeters.
3. Installs interior and exterior wiring for equipment and appliances; wires new and remodeled buildings; replaces fuses and works with low and high-voltage AC and DC ranging from 6v to 480v; works on live panels, wires, circuits and machinery.
4. Measures, cuts, bends, threads, assembles and installs electrical conduit using hand tools, pipe threader and conduit bender; places conduit pipes or tubing inside partitions, walls or other concealed areas and pulls insulated wires/cables through conduit to complete circuits.
5. Operates and maintains a variety of hand tools, power tools and equipment.
6. Responds to electrical work requests and emergencies.
7. Complies with all applicable health and safety regulations, policies and established work practices.

Marginal Functions:

1. Prepares and retains a variety of written records and reports.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One year of building maintenance experience, including basic electrical repair/maintenance experience.

Education/Training: Equivalent to completion of the twelfth grade.

Licenses/Certificates:

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

Knowledge of:

1. Basic methods and tools used in the installation, troubleshooting, maintenance and repair of electrical systems and equipment.
2. Basic operational characteristics of electrical systems and internal components.
3. Applicable electrical codes, standards and regulations.
4. Electrical applications for high- and low-voltage electrical systems.
5. Electrical schematics, wiring diagrams and symbol identification.
6. Basic shop mathematics.
7. Precautions and safe work practices for working with electricity.

Skill in:

1. Using appropriate tools and diagnostic equipment to repair, install, replace and test electrical circuits, equipment and appliances.
2. Using hand and power tools applicable to the trade.
3. Reading commercial electrical blueprints and applying National Electrical Code (NEC) for maintenance and construction work.
4. Installing, repairing and maintaining electrical system equipment and components.
5. Reading, understanding, following and enforcing safety procedures.
6. Complying with Occupational Safety and Health Administration (OSHA) regulations.
7. Assisting in installing and maintaining motors, lighting fixtures, generators, circuit breakers and transformers.
8. Identifying defects in wiring, switches, motors and other electrical equipment.
9. Understanding and following oral and written directions.
10. Communicating clearly and effectively, both orally and in writing.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

12. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works in a field environment and may work in confined spaces; in high, precarious places on scaffolding and ladders; exposed to electrical energy and high voltage.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to use hands to repetitively finger, handle, feel or operate objects, tools or controls; climb, balance, stoop, crouch, kneel or crawl; and reach with hands and arms. Requires operation of District vehicles.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.