



Classification Title: Lead Electrician

Department:	Building Services	EEO6 Code:	6
Employee Group:	Classified	Salary Grade:	30
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.

Provides lead work direction, guidance and training to Electricians and other assigned Facilities personnel; performs the full range of Electrician duties in the design, installation, maintenance and repair of the District's electrical systems and equipment.

DISTINGUISHING CHARACTERISTICS.

Lead Electrician is distinguished from Electrician by its responsibility for providing lead work direction, guidance and training to electricians and other designated employees in addition to performing the full range of electrician duties.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Participates in training and providing day-to-day lead work direction to Electricians and Assistant Electricians; participates in assigning work and ensures conformance with District, department and code standards; monitors work flow to assist in ensuring that mandated deadlines are met; provides information, guidance and training on work procedures; assists in maintaining a fair and open work environment in accordance with the District's commitment to teamwork, mutual trust and respect.
2. Installs, maintains and repairs transformers, panel boards and branch circuit wiring; bends and installs various types of conduit and duct systems; installs raceways and panels; installs lighting systems, receptacles, fixtures and switches; fabricates brackets, holders and supports; installs, maintains and repairs motor control circuits; replaces and repairs outdoor lighting systems including parking lot pole lights to a height of 100 feet.
3. Installs interior and exterior wiring for equipment and appliances; wires new and remodeled buildings; adjusts transformer output voltages; replaces fuses and works with low and high voltage alternating current (AC) and direct current (DC) ranging from 6 volts to 480 volts; works on live panels, wires, circuits and machinery.
4. Installs and repairs wiring, electrical fixtures, power equipment and components of machinery and equipment following electrical code, manuals, specifications, schematics and blueprints.
5. Installs and repairs control and distribution apparatus, including, but not limited, to motors, relays, switches, thermostats, and circuit breaker panels.

6. Inspects electrical systems and their components to evaluate their condition, identifies necessary repairs and recommends preventive maintenance; tests electrical systems and continuity of circuits in electrical wiring, equipment and fixtures, using testing devices such as ohmmeters, voltmeters and oscilloscopes to ensure compatibility and safety of systems.
7. Measures, cuts, bends, threads, assembles and installs electrical conduit using rulers, measuring devices, hand tools, pipe threaders and conduit benders; places conduit pipes or tubing inside partitions, walls or other concealed areas and pulls insulated wires/cables through conduits to complete circuits.
8. Analyzes blueprints, wiring schematics and drawings of electrical systems to determine processes for efficient installation of new or upgraded systems.
9. Implements lockout/tagout procedures at all campus facilities.
10. Inspects work to ensure compliance with national and local electrical codes.
11. Complies with all applicable health and safety regulations, policies and established work practices.

Marginal Functions:

1. Orders and restocks electrical parts.
2. Repairs electrical appliances.
3. 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: Five years of journey-level electrician 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. Methods, techniques, materials and tools used in the installation, troubleshooting, maintenance and repair of electrical systems/subsystems.
2. Electrical tools, materials and safe work practices.
3. Applicable electrical codes, standards and regulations.
4. Electrical applications for high and low voltage electrical systems.
5. Electrical blueprints, schematics and wiring diagrams.
6. Shop mathematics, including algebra.

Skill in:

1. Assigning and inspecting the work of lower-level employees.
2. Using appropriate tools and diagnostic equipment to repair, install, replace and test electrical circuits, equipment and appliances.

3. Using hand and power tools applicable to the trade.
4. Diagnosing and repairing electrical controls, industrial model control centers and programmable logic controllers for secondary systems.
5. Reading commercial electrical blueprints and applying the National Electrical Code (NEC_ through the full range of maintenance and construction work.
6. Reading, understanding, following and enforcing safety procedures.
7. Complying with Occupational Safety and Health Administration (OSHA) regulations.
8. Installing and maintaining motors, welding equipment, lighting fixtures, generators, circuit breakers and transformers.
9. Isolating defects in wiring, switches, motors and other electrical equipment.
10. Installing, repairing and maintaining all types of electrical system equipment and components.
11. Understanding and following oral and written directions.
12. Communicating clearly and effectively, both orally and in writing.
13. 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.
14. 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.