

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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

PRIMARY PURPOSE

This position is responsible for performing skilled journey-level tasks in the installation, maintenance and repair of electrical systems, phone and computer infrastructure.

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 switches, switchgears, fire alarms, clocks, telephone and computer cabling/infrastructure.
2.	Installs or replaces necessary interior and exterior wiring for equipment, makes minor repairs to telephone equipment and systems; replaces fuses, switches, receptacles and other fixtures; performs preventive maintenance duties as assigned.
3.	Install and configures telephone systems and computer cabling infrastructures.
4.	Diagnoses and resolves electrical and wiring problem; troubleshoots issues with telephone and computer systems and recommends appropriate course of action.
5.	Communicates with a variety of District personnel regarding service requests, electrical problems, hook-ups and disconnects. Also communicates with outside vendors to obtain technical information regarding installation and repair of telephone and communications wiring.
6.	Communicates with vendors, manufacturers and other personnel to purchase materials, exchanges information and discusses repair/servicing techniques; orders, receives and stores related materials and supplies.
7.	Observes and complies with Federal, State and local electrical codes and encourages other staff to do the same; observes safety of others and takes precautionary measures if necessary while repairs are in progress.
8.	Reviews and maintains a variety of records and reports regarding service requests and time and materials used.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

High School Diploma or equivalent and any combination of training and experience equivalent to journey level experience. This includes experience in the installation and repair of telephone and computer wiring and cabling.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the installation, repair and maintenance of electrical systems and equipment
- Knowledge of the installation, maintenance and repair of telephone and computer infrastructure
- 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, and microwave leak detectors
- 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

SPECIAL REQUIREMENTS

A valid California Driver's License

TRAINING REQUIREMENTS

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

Indoor and outdoor environment; subject to adverse weather conditions; exposure to low voltage and high voltage 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.
