

<p><b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b></p>
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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.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
11.	Performs related duties as assigned.

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## OTHER FUNCTIONS

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## WORKING RELATIONSHIPS

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

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## EDUCATION AND EXPERIENCE

### Minimum Qualifications

High School Diploma or GED 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.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## 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

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## SPECIAL REQUIREMENTS

A valid California Driver's License

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**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.

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