

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

|               |             |                |               |
|---------------|-------------|----------------|---------------|
| Job Title:    | Electrician | Range:         | 41            |
| Date Revised: |             | Date Approved: | April 8, 2003 |

**PRIMARY PURPOSE**

This position is responsible for performing skilled journey-level electrical work in the installation, maintenance and repair of electrical systems and equipment.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

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| 1.  | Inspects, repairs, installs, services and maintains electrical systems including conduits, lighting and power circuits, transformers, generators, control equipment, switches, switchgears, motors, fire alarms and clocks.           |
| 2.  | Performs minor repairs to related electrical equipment; replaces fuses, switches, light bulbs, fluorescent tubes, receptacles and other fixtures; performs preventive maintenance duties as assigned.                                 |
| 3.  | Installs and performs repairs of electrical systems and controls for lighting.  |
| 4.  | Diagnoses and resolves electrical and wiring problems; tests, troubleshoots and repairs motors and related controls, gears and equipment.   |
| 5.  | Communicates with a variety of District personnel regarding service requests and electrical problems  |
| 6.  | Communicates with vendors, manufacturers and other electrical repair personnel to purchase materials, exchanges information and discusses repair/servicing techniques; orders, receives and stores electrical materials and supplies. |
| 7.  | Operates a variety of tools and equipment including drills, voltage testers, ohmmeter, other maintenance tools and safety equipment.  |
| 8.  | Observes and complies with Federal, State and local electrical codes; observes safety of others and takes precautionary measures if necessary while repairs are in progress.  |
| 9.  | Maintains a variety of records and reports regarding service requests and time and materials used.  |
| 10. | Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.   |
| 11. | Performs related duties as assigned.  |

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

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

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**EDUCATION AND EXPERIENCE**

High School Diploma or equivalent and any combination of training and experience equivalent to journey level experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the installation, repair and maintenance of electrical systems and equipment  
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  
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 high voltage and 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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