



HESPERIA UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

ELECTRICIAN

JOB PURPOSE STATEMENT: The job of Electrician is done for the purpose of performing skilled electrical work and analysis in the designing, installing, and maintaining electrical systems/facilities and associated components; ensuring proper and safe operating condition of all electrical systems; providing information on proper operation of electrical systems; identifying location of existing electrical systems; determining the efficient installation of additional electrical systems and troubleshooting such systems; leading and/or coordinating other employees, or other applicable parties as required; and resolving electrical and construction-related operational and/or safety concerns.

Essential Job Functions:

- **Advices** assigned maintenance support personnel to ensure work is completed safely and accurately and in a timely manner
- **Analyzes** drawings to identify the location of new and existing electrical systems and to determine the efficient installation of additional systems
- **Coordinates** with administration and other trades to complete projects and work orders efficiently
- **Designs** systems and/or projects to meet various District maintenance and facilities needs
- **Estimates** materials and/or equipment needed to complete work projects to ensure timely completion of projects
- **Installs** electrical systems (e.g., underground electrical conduit, fire alarms, switchboards, audio/visual alarms, energy monitoring hardware devices, etc.) to provide updated, enhanced, and/or upgraded electrical capabilities
- **Maintains** accounts for budget purposes
- **Performs** unskilled and semi-skilled duties in other maintenance areas as necessary
- **Prepares** documentation to provide written support and/or to convey information
- **Procures** equipment, supplies, and materials to maintain availability of required items and complete jobs efficiently
- **Records** work orders, inspections, and purchases to document information for other personnel
- **Repairs** electrical systems, including communications, overloads, lighting fixtures, etc., to ensure proper/safe operation of equipment
- **Responds** to emergency situations to resolve immediate safety concerns
- **Trains** assigned personnel to develop professional trade and safety awareness skills
- **Transports** various items (e.g., tools, equipment, supplies, etc.) to ensure the availability of materials required at the job site

Other Job Functions:

- **Assists** other personnel, as needed, to support them in the completion of their work activities
- **Attends** meetings, as assigned, to convey and/or gather information required to perform functions

Job Requirements - Qualifications:

Knowledge is required to perform math for appropriate practical applications, including, but not limited to, algebraic computations; to read technical information/schematics; to create and/or compose documents; to participate in panel discussions; to solve practical problems; and to deal with a variety of concrete variables.

Skills are required to perform multiple, highly complex, specialized technical tasks. Specific skills include applying pertinent codes, policies, regulations, and/or laws; communicating with persons of varied cultural and educational backgrounds; operating equipment used in profession; planning and managing projects; preparing and maintaining accurate records; and utilizing pertinent software applications.

Abilities are required to deal with a level of complexity of tasks that requires significant flexibility with people; to practice discretion, independent action, and judgment when using equipment and/or working with people; and interacting with persons and/or agendas that frequently change. Specific abilities include adhering to safety practices; being attentive to detail; meeting deadlines and schedules; demonstrating keyboard and computer literacy; and working under time constraints.



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Responsibility. The scope of resources utilized is significant. Significant opportunity exists for significant impact (positive or negative) on the organization's mission. Work is not normally reviewed in detail.

Working Environment: The job functions are generally performed in an indoor/outdoor environment, requiring the following significant physical abilities: lifting a minimum of 50 lbs., carrying, pushing, pulling; climbing and balancing; stooping, kneeling, crouching; reaching, handling, fingering and/or feeling; sensory speaking, hearing and visual.

Educational Requirements: A high school diploma or equivalent is required. Journeyman-level experience or equivalent is required.

Experience Requirements: Four years of job-related experience within specialized field is desirable. Additional coursework in related field is also desirable.

Licensing, Certification, Testing Requirements: A National Electrical Code Training Certificate; Fingerprint/criminal justice clearance; Tuberculosis clearance; and a valid driver's license and evidence of insurability are required. Other job specific licenses may also be required.

Revised 4/10/19
Revised 9/28/23; Board Approved 11/6/23