

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LEAD ELECTRICIAN

BASIC FUNCTION:

Under the direction of the Maintenance Supervisor or the Maintenance Lead Person, plan, organize and participate in the day-to-day operation of the Electrical Department; prioritize and coordinate all electrical work assigned to the department; work with other departments to complete projects in a timely manner and to accomplish the goals of the Electrical Department.

REPRESENTATIVE DUTIES:

Plan, organize and perform all electrical work for the Department; coordinate, train and assign work of other employees; prioritize assigned work and oversee all electrical projects to ensure timely completion; work effectively with others to accomplish all required electrical work. *E*

Inspect, repair, install, service and maintain electrical systems including conduit and duct systems, lighting and power circuits, transformers, generators, control equipment, switches, switch boards, fire alarms, fans, fixtures, bell and buzzer systems, clocks and related electrical devices. *E*

Maintain and repair control circuits; clean and repair electrical fire alarm systems as assigned. *E*

Observe and comply with federal, state and local electrical codes. *E*

Operate a variety of tools and power equipment including jack hammer, saws, voltage tester, ohm meter, multimeter and other maintenance tools and equipment. *E*

Work from sketches, plans, drawings, blueprints and specifications. *E*

Install or replace necessary interior and exterior wiring for equipment, appliances and lighting. *E*

Install and perform repair of electrical repair systems for lighting, heating, ventilation and air conditioning; replace fuses. *E*

Prepare cost estimates for repair and order materials needed; order materials and provide for a properly supplied maintenance vehicle; maintain inventory control over material received and used. *E*

Diagnose and resolve difficult electrical problems including high voltage (12KV); call electrical company as necessary; observe safety of others and recommend precautionary action if necessary while repairs are in progress. *E*

Inspect College buildings annually for preventive maintenance. *E*

Prepare progress reports as directed. *E*

Perform occasional welding, soldering and brazing operations incidental to electrical duties.

Assist in performing other skilled maintenance duties as assigned; assist in air conditioning troubleshooting and repair as assigned.

Perform related duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty

Lead Electrician - Continued

Basic principles and techniques of lead direction.
Basic electrical theory and calculation of formulas.
Electrical codes and their proper implementation.
Health and safety regulations.
Recordkeeping techniques.
Materials, methods, tools and equipment used in electrical work.

ABILITY TO:

Lead, organize and review the work of others in assigned area.
Make arithmetical calculations related to specialty quickly and accurately.
Work from blueprints, shop drawings and sketches.
Use a variety of tools and machines utilized in the basic trade including voltmeter, ohm meter and hydraulic truck lifts.
Work independently with little direction.
Understand and give oral and written instructions.
Analyze situations accurately and adopt an effective course of action.
Maintain records and prepare reports.
Read, interpret and follow rules, regulations, policies and procedures.
Operate a light truck.
Perform other skilled maintenance work as assigned.
Prioritize work to meet schedules and time lines.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: four years of training or experience which demonstrates journey-level skill in the assigned trade, and one year lead experience.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and a safe driving record.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate specialized hand and power tools
Reaching overhead, above the shoulders and horizontally.
Sitting or standing for extended periods of time.
Bending at the waist
Lifting moderately heavy objects
Climbing ladders

HAZARDS:

Electrical power supply and high voltage
Working in a cramped or restrictive work chamber.
Working at heights.