

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: MAINTENANCE ELECTRICIAN****BASIC FUNCTION:**

Under direction of an administrator, to perform skilled electrical work in the repair, alteration, construction, installation, and maintenance of electrical systems; and to do other related work.

**ESSENTIAL DUTIES:**

- Inspects, repairs, installs, tests, services, and maintains electrical systems, including conduit and duct systems, light and power circuits, motor appliances, generators, control equipment, switches, switchboards, fans, bells, buzzers, and clocks.
- Installs interior and exterior wiring and conduit for equipment and appliances.
- Wires structures following approved safety standards; replaces circuit breakers and panels.
- Assembles, installs, and maintains interior and exterior lighting systems.
- May occasionally perform work on audio-visual equipment, public address, and intercom systems.
- Operate a variety of specialized equipment including meters, testers, soldering irons, wire pullers, conduit benders, lifts, drills and various hand and power tools; install and maintain heavy machinery and power tools.
- Interpret, update and maintain blueprints, schematics, and plans.
- Installs and maintains heavy machinery and power tools.
- Maintains inventory of frequently used parts.
- Maintain various records related to work orders and activities.
- Drives a service vehicle to and from work sites.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Methods, procedures, equipment and materials used in the installation, maintenance, repair and operation of electrical equipment and systems.

Perform skilled electrical work in the inspection, repair, alteration, construction, installation and maintenance of electrical systems, wiring and equipment.

Building codes, policies, regulations, and guidelines related to electrical trade.

Operation and maintenance of tools and equipment used in the electrical trade.

Troubleshoot power and lighting issues.

Proper methods of storing equipment, materials and supplies.

Basic mathematical concepts.

Prolonged and strenuous heavy manual labor.

Appropriate safety precautions and procedures.

Accurate record-keeping techniques.

Read and work from plans, drawings, blueprints and specifications.

Interpersonal skills using tact, patience and courtesy.

Communicate effectively both orally and in writing.

Basic computer skills.

Proper lifting techniques.  
Meet schedules and timelines.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and two (2) years of journeyman level experience as an electrician.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

**PHYSICAL DEMANDS/HAZARDS:**

Dexterity of hands and fingers to operate specialized equipment and tools.  
Hear and speak to exchange information.  
See to read and perform electrical functions.  
Lift, carry, push or pull objects weighing up to 50 pounds and 51 pounds with assistance.  
Reaching overhead, above the shoulders and horizontally.  
Bend at the waist, kneel or crouch.  
Climb ladders and work from heights.  
Stand, sit or walk for extended periods of time.  
Work around and with machinery having moving parts.  
Exposure to high voltage and electrical shock.  
Exposure to chemicals, fumes, dust, dirt and oil/grease.  
Work at heights.