Job Description

22nd District Agricultural Association



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|  **Classification Title / Code**: Electrician II |
|  **Working Title**: Electrician II |
| **Department**: Facilities | **Reports To**: Facilities Manager |
| **Supervision Exercised**: [x]  Yes [ ]  No |  **Time Base**: [x]  Full Time  |
| **Location**: [x] On Site [ ]  Hybrid [ ] Remote |

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| Position Description Under the general direction of the Facilities Manager, the duties of the Electrician II include, but are not limited to, installing, maintaining, repairing, troubleshooting, and inspecting electrical systems and equipment, and providing electrical services for the District in accordance with policies, procedures, national safety and fire codes. This position acts as a lead in the electric shop, coordinating electrical work for various events, preparing and planning electrical job layouts and projects, and completing other related responsibilities. |

 Essential Job Functions

Employee must be able to perform the following functions with or without reasonable accommodation. Consideration of reasonable accommodation for qualified individuals with disability may be made, provided that doing so does not impose an undue hardship.

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| 50% | Electrical Systems, Equipment, and Services* Installs, maintains, and repairs transmission lines for electrical systems, electrical fixtures, power equipment, and components of machinery and equipment using hand tools and power tools in accordance with the proper lock-out/tag-out (LOTO) procedures, National Electric Code (NEC), National Fire Protection Association (NFPA), operational procedures, manuals, specifications, schematics, and blueprints in order to increase performance, improve life expectancy, and help eliminate power outages.
* Performs preventive maintenance of electrical equipment and emergency systems (e.g. generators, batteries, electrical distribution systems, Uninterrupted Power Supplies) to ensure proper electrical operational status and the safety and security of the District by utilizing testing procedures, Preventive Maintenance (PM) programs, load testing, etc.
* Installs and repairs electric lights, motors, heaters, generators, transformers, switchboards, and other electrical apparatus with proper phase rotation, voltage, and amperage to maintain the safety and security of the District utilizing the proper LOTO procedures, NEC, NFPA, and applicable building codes (e.g. California Building Standards Code, National Building Code, Uniform Building Code).
* Installs electrical circuits, conduits, wires, timers, switches, contactors, and relays for lighting and mechanical equipment to ensure proper electrical functions in accordance with the NEC, NFPA, and applicable building codes.
* Troubleshoots, repairs, and replaces breakers, contactors, starters, motors, wires, cables, etc. to ensure the proper function of electrical systems and components using appropriate hand and/or power tools and equipment in accordance with NEC, NFPA, and applicable building codes.
* Inspects electrical systems, equipment, apparatus, and components by performing visual inspections and testing systems or continuity of circuits in electrical wiring, equipment, or fixtures using testing devices such as ohmmeters, voltmeters, oscilloscopes, and hand tools to ensure compatibility and safety of these in order to identify hazards, defects, or the need for adjustment or repair and to ensure compliance with codes.
* Diagnoses malfunctioning electrical systems, apparatus, or components using test equipment and hand tools to locate the cause of breakdown and corrects the problem to restore power and minimize interruption to District operations.
* Draws sketches of electrical installations and repairs to identify new changes or corrections to the current As-Builts by utilizing current plans and specifications, NEC, NFPA, and applicable building codes.
* Follows blueprints to determine the location of wiring or equipment and to ensure conformance to building and safety codes.
* Operates a variety of tools and electrical equipment (e.g. measuring devices, power tools, testing equipment such as oscilloscopes, ammeters, test lamps) to ensure proper completion of work and in compliance with codes, regulations, policies, and procedures.
* Works from ladders, scaffolds, and roofs to install, maintain, or repair electrical wiring, equipment, and fixtures.
* Performs physically demanding tasks such as digging trenches to lay conduit or moving or lifting heavy objects.
* Takes the necessary precautions in accordance with policies, procedures, Division of Occupational Safety and Health (CalOSHA) requirements, and other applicable regulations when working with hazardous chemicals, materials, or power equipment and uses personal protective equipment as required.
* Completes and maintains records, files, and technical listings on equipment, tools, and products (e.g. tool control, material safety data sheets, vehicle logs) to assure compliance to rules, regulations, policies, and procedures.
* Provides verbal and written reports to supervisor and management on daily work progress, facility deficiencies, and any safety hazards.
* Communicates in a professional and effective manner with all staff, contractors, vendors, and customers who may encounter electrical situations warranting attention to ensure safety and security of the work areas utilizing department policy and procedures.
* Works effectively with others in difficult situations requiring initiative, tact and good judgment in order to resolve issues.
* Enhances skill sets and keeps up to date technically and applies new knowledge to enhance job performance.
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| 25% | Electric Shop Lead Responsibilities* Directs the work of up to three or more craftspeople or helpers exercising only limited supervisory responsibility to provide information and direction and ensure compliance with various laws, rules, regulations, codes, policies, and procedures.
* Plans, monitors, oversees, and inspects the work of craftspeople or helpers engaged in performing installation, maintenance, alteration, and repair work on a variety of electrical systems, equipment, and components ensuring proper completion of work assignments utilizing department policy and procedures.
* Establishes priorities and service levels of craftspeople or helpers to ensure sufficient coverage and adjusts work priorities to meet timelines.
* Determines the most efficient work procedures and techniques for craftspeople or helpers to ensure timely completion of electrical assignments and makes sure safety standards and procedures are followed.
* Leads, instructs, and trains craftspeople or helpers to install, maintain, or repair electrical wiring, equipment, or fixtures and in the proper use and maintenance of tools, equipment, and materials to maintain safety and security.
* Interprets specifications, blueprints, and job orders to craftspeople or helpers to ensure with is completed according to plans and specifications and assists in solving problems.
* Purchases tools, materials, supplies, and equipment to ensure proper operation of electric shop, utilizing procurement forms (e.g. purchase orders, written justification, bids, drug-free certifications, recycle content) as required by operational procedures.
* Ensures the organization and stocking of the electric shop to ensure inventories of parts and supplies are adequate in the performance of daily activities for craftspeople or helpers and maintains accountability by utilizing tool check-out systems and daily inventory sheets.
* Instructs in the correct storage of electrical equipment and materials to preserve the integrity of the materials by utilizing proper storage methods (e.g. cargo boxes, warehouses, electric shops, shelving) and current inventory.
* Maintains electric shop free of clutter and debris and oversees the safety and security of materials to prevent injuries and damage to property, etc. in accordance with District policies and procedures and CalOSHA requirements.
* Recycles electrical components (e.g. lamps, batteries, wires, e-waste) to minimize environmental waste in accordance with CalOSHA rules and regulations and promotes continuous improvement of environmental practices.
* Communicates effectively with various team members to facilitate problem solving and promote positive support and smooth flow of information between all staff.
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| 10% | Events Layout and Coordination* Acts as a liaison between promoters, tenants, and customers of the District utilizing electrical job expertise and customer service guidelines.
* Review event setups, layouts, and information to ensure proper electrical safety and functionality in accordance with federal, state, and local codes and regulations as required.
* Makes rough sketches to estimate the cost of minor electrical installations to ensure that budgetary, facility, and customer expectation goals are met.
* Responds to event work requests to assure timely repair and maintenance of electrical systems to ensure highest quality customer satisfaction.
* Operates vehicles and construction equipment for the installation, maintenance, and repair of electrical systems and components to ensure safe and timely completion of events operations.
* Coordinates staff, contractors, and vendors regarding event layouts and oversees the electrical setups and teardowns of events to ensure deadlines and customer satisfaction goals are met.
* Works with other building trade staff and helpers on the lighting and power distribution for setups and teardowns of events utilizing job expertise and customer service guidelines.
* Coordinates with other building trade staff to complete tasks within time constraints to ensure the needs of the event are met on schedule.
* Provides leadership for direct reports to ensure that productivity, facility, and customer expectation goals are met.
* Communicates any concerns regarding safety or unnecessary costs to appropriate Event Coordinator, District staff, supervisor, or management to ensure optimum performance results.
* Works with outside vendors to provide contracted services to maintain safety and security and ensures compliance with stipulated rules, regulations, policies, and procedures.
* Uses good judgment and a high degree of tact in dealing with staff and the public, works professionally, and communicates with courtesy and respect.
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| 10% | Layout and Projects* Prepares estimates for a variety of electrical jobs (e.g. maintenance, installations, repairs) to include labor, materials, tools, equipment, etc. for cost analyses and plans and develops projects by utilizing various resources (e.g. internet, personal knowledge, blueprints, rough sketches, books, laws, codes, rules, regulations) and ensures work is kept within budget.
* Plans layout and installations of electrical wiring, equipment, or fixtures in accordance with plans and job specifications, NEC, NFPA, and applicable building codes.
* Coordinates the installation, maintenance, and repair of electrical systems and components (e.g. wiring, switches, lighting, transformers, generators, switchgear, motor control centers) with other building trades staff, contractors, and vendors regarding projects, utility shutdowns, preventive maintenance, and repairs of District facilities (e.g. buildings, structures, fixtures) to ensure the work is completed effectively and efficiently in accordance with NEC, NFPA, applicable building codes, and operational procedures.
* Provides supervisor and management with technical input on electrical work and electrical materials concerning planned construction and work projects in progress.
* Oversees the selection and procurement of electrical materials, tools, and equipment for projects and maintenance tasks to ensure work is accomplished by using the NEC book and electrical drawings.
* Remains organized and self-motivated while working on multiple projects and assignments to ensure completion within established timeframes.
* Works cooperatively and collaboratively with team members to achieve goals by sharing or integrating information, ideas, knowledge, support, and resources.
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 Marginal Job Functions

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| 5% | Other Related Responsibilities* Assists in the inspection of electrical work performed by outside contractors ensuring work performed is complete and in accordance with NEC, NFPA, applicable building codes, and operational procedures.
* Assists in developing job specifications, diagrams, and blueprints related to electrical work.
* Responds to emergency electrical calls (e.g. power outages, electrical fires) and works with San Diego Gas and Electric (SDG&E and other outside contractors to ensure the safety and security of the District by evaluating situations and taking appropriate action.
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| **Typical Working Conditions** |
| Essential job functions require considerable physical strength, agility, and mobility to work throughout the facility. Work activities involve standing for long periods of time; walking, including walking on uneven ground; ascending and descending stairs and ladders; entering and exiting electric carts and vehicles; and lifting, carrying, pushing, pulling, and moving average-weight tools and equipment over 50 pounds. Work involves occasional sitting, balancing, kneeling, reaching, stooping, and twisting; bending and twisting of waist; bending of neck in an upward and downward flexion and side-to-side turning of neck; reaching above or at shoulder height; and occasional power and simple grasping, repetitive hand movement, fine finger dexterity, and coordination to operate various electrical equipment, tools, standard office equipment, telephone, and radio. Work activities require ability to verbally communicate and hear to exchange information, to see to perform assigned tasks, to read printed materials with or without vision aids, to understand and follow oral and written instructions, and to read, write, and speak English at a level required for successful job performance. Work is performed both indoors and outdoors throughout the facility. Work involves frequent exposure to electrical, mechanical, and equipment hazards or physical risk requiring following basic safety precautions. Work involves occasional exposure to the weather and elements consisting of dust, dirt, fumes, and odor. Work requires willingness to conform to the District’s uniform requirements. |
| **Attendance, Conduct, and Performance Expectations** |
| This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the District’s sole discretion; work cooperatively with the team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to District policies and procedures regarding attendance, leave, and conduct. Must be regularly available and willing to work the hours determined necessary or desirable to meet its business needs.  |

Duties of this position are subject to change and may be revised as needed or required.