DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS -- PATTON

JOB CLASSIFICATION:
ELECTRICIAN I

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Install and repair transmission lines for electrical equipment; assemble, install and repair electric lights, motors, heaters, generators, transformers, switchboards and other electrical apparatus; troubleshoot electrical systems; operate electrical power equipment; consult and work with other trades people; make rough sketches and estimate the cost of minor electrical installations; keep simple records and make reports, and instruct and lead unskilled assistants.

30% Assembles, installs and repairs electrical lights, motors, heaters, generators, transformers, switchboards and other electrical apparatus.

25% Troubleshoots electrical and signaling (including fire alarm, personal alarm, etc.) systems.

10% Installs conduit and wire for electrical equipment.

10% Consults and works with other trades persons. Backup for Electronic Technicians regarding response to fire alarm reset calls from the HPD operator when requested, i.e. primary backup for the Fire Prevention Officer when unavailable.

5% Instructs and leads unskilled assistants.

5% Prepares reports, documents, work order completion, daily time sheets and tool inventories.

5% Performs preventative maintenance on generators, switch gear, and electrical panels.

5% Makes rough sketches & estimates the cost of minor electrical installations.

5% Attends weekly Safety Meetings and cleans up shop and electrical spaces. Occasionally operates automotive equipment and hauls material (Valid California Driver's License and Defensive Driver Permit is required contingent on the class of vehicle to be driven, in accordance with Administrative Directive 7.07)

2. SUPERVISION RECEIVED

Electrician I is under the supervision of the Electrician Supervisor and receives additional leadership under the direction of the Electrician II.

3. SUPERVISION EXERCISED

No line supervision exercised; but may instruct or lead unskilled assistants.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, methods, materials, tools, and equipment used in the installation, maintenance, and repair of electrical equipment.

California Electric Code and Electrical Safety Orders of the Division of Industrial Safety applicable to electrical work.

ABILITY TO:

- Interpret and work from blueprints, drawings, plans and specifications; make rough sketches and estimates of the costs of electrical work; keep simple records and make reports.
- Run conduit in a neat and workmanlike manner.
- Calculate simple load requirements
- Use electrical test instruments for troubleshooting.
- Make minor adjustments to security cameras; or replace if necessary.
- Make minor adjustments to television sets and/or replace if necessary.
- Repair panic alarms, fire alarms/alert, i.e., low voltage circuits.
- Ability to bend; reach; ascent stairs, slopes and inclines; work at heights applicable to trade demands; and labor in the outdoors in all weather conditions.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard-free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

Maintenance, repair and troubleshooting of institutional electrical systems are required. Employee must be competent to install utilization power assemblies; install and repair lighting, motor circuits, heaters, generators, transformers, switchboards, and other electrical apparatus. Additional competency and ability to operate electrical power generating plants;

maintain an electric shop, operate electrical equipment as well as make rough sketches and estimate the cost of minor electrical installations. Finally, the employee must keep simple records and make basic written reports.

TECHNICAL PROFICIENCIES
Working knowledge of California Electric Code and Electrical Safety Orders of the Division of Industrial Safety and a strong understanding of electrical theory.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

7. TRAINING

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public;
- Comply with Hospital policies and procedures.

Employee may be asked to respond to a call back for health and safety issues, after any shift and schedule, in a variety of settings throughout the Hospital in accordance with Facility Operations Call Back Procedures for BU 12 & 13 Employee and as determined by the operational needs of the Hospital.

All employees are required to have an annual health review pursuant to Administrative Directive (AD) 4.14 and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature	Print Name	Date
	Curt P. Boissavau	2-2-2022
Supervisor's Signature	Print Name	Date
	[illegible]	2-2-22
Reviewing Officer Signature	Print Name	Date