

**DUTY STATEMENT**

Employee Name:	Position Number: 580-131-6533-901
Classification: Electrician I	Tenure/Time Base: Limited Term / Full-Time
Working Title: Electrician I	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: R12	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Administration/Program Support Division	Branch/Section/Unit: Facilities Management Services/Plant Operations Unit/Maintenance

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

**Competencies**

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

**Job Summary**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as the Electrician I for the Facilities Management Services (FMS) under Plant Operations. The Electrician I performs electrical assembly, installation, and repairs to support the operations and maintenance for all electrical utilities and power distributions systems at the Richmond Campus.

The incumbent works under the general supervision of the Supervisor of Building Trades (SBT).

## Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

## Essential Functions (including percentage of time)

- 40% Installs new electrical circuits for laboratory and office equipment from the sub-panel to the equipment or fixture location. Installs, repairs, and replaces circuit breakers, fuses, motor starters, power transformers, switches, receptacles, switchgear, and other electrical apparatuses. Installs, repairs, and maintains telephone lines, closed circuit TV systems (CCTV), public address systems (PA) and access control systems. Reads as-built blueprints as necessary to suggest modifications or to troubleshoot electrical systems.
- 30% Installs, repairs, and replaces all indoor and outdoor lighting fixtures and subsequent lighting control systems, including ballasts, starters, bulbs, tubes, transformers, switches, timeclocks, photo eyes, and automatic controls for all lighting systems.
- 20% Prepares rough sketches of all new installations or changes to any electrical system and works with supervisory staff to maintain the most current electrical drawings. Maintains and updates all required credentials when applicable. Updates the Maximo Enterprise work order system for all work orders daily including labor hours, materials, and equipment used. Prepares material lists of maintenance and electrical supplies and components and requests quotes from vendors for materials per training provided by supervisory staff. Strives to keep shop inventory levels of supplies for such items as conduits, fittings, wires, switches, and cover plates.
- 5% Assists the Stationary Engineers with troubleshooting emergency generators, automatic transfer switches and other related emergency powered equipment. Assists with fire alarm panels, heat detectors, smoke detectors and other related Fire, Life and Safety systems when needed.

## Marginal Functions (including percentage of time)

- 5% Attends all required meetings when informed through either email, written correspondence or when verbally directed to do so. Performs other job-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

Approved By: NW

Date: 12/4/25