

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 6/25/2025
Employee Name	Division Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-558-6533-XXX	Unit Plant Operations		
Class Title Electrician I	Location Atascadero State Hospital		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R12	Work Week Group 2	Class Ranges A

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; advise in the selection and storage of electrical equipment, consult and work with other tradespeople; make rough sketches and estimate the cost of minor electrical installations; keep simple records and make reports; and instruct and lead unskilled assistants.

30%	Knowledge of tools, equipment and materials required to repair medium voltage electrical. Does layout, assists and works with other electricians, maintenance mechanics and helpers. Maintaining and installing electrical and electronic systems. Inspects work area and projects for a safe and appropriate environment. Ensures all work is reported and tracked by our work order system through completion.
25%	Has the ability to perform all function of a journeyman electrician. Repair, adjust, inspect and maintain various electrical systems throughout the facility. Understand and implement our preventive maintenance program. Routinely inspect electrical systems such as, elevators, transform vaults, emergency lighting system and auxiliary generator system. Operate the emergency generator system and maintain a log demonstrating and documenting this operation. Makes weekly, monthly or quarterly reports on all preventive maintenance activities performed by routinely and correctly filling out the required work orders as established by Preventive Maintenance Program. As determined by the Chief of Plant Operations, the Electrician I may be temporarily assigned to assist in other Plant Operations functions which would serve the best interests of the Hospital.
15%	Makes cost estimates of labor and materials to complete projects as assigned. Works with other trades on the various projects to assure a continuity of workflow. Reads, understands and conforms to all Hospital Administrative Directives and Plant Operations policies. Prioritizes the various projects assigned to the electrical shop with the Electrician Supervisor.
15%	Works with the Electrician Supervisor, other electricians or helpers to complete the work of assembling and installing high and low-voltage wiring, including the installation of new conduit. Provides maintenance and repair of switchgear, breakers, fuses electrical

	equipment and devices. Consults, assists and repairs high-voltage transformer systems and apparatus as necessary. Understands and operates the High-Voltage Buss Tie System and the secondary feeder system appropriately and in a safe manner. Consults, assists and repairs the Simplex Fire Reporting System and Sentry Security System as necessary. Inspects, maintains and repairs pole lines as necessary, and advises on necessary steps to repair problem areas encountered.
5%	Inspect maintains and repairs various electrical motors and controls relating to the operation of the facility. Inspects, maintains and repairs all electrical appliances as necessary.
5%	Assist and works with various contractors in the installation of new systems through the facility. Assures and advises those responsible that all electrical systems being installed meet the best interests of the facility.
5%	Assures that all electrical systems are properly maintained and that those working on such are trained in proper electrical safety procedures. Uses lock-out/block-out procedures when working with the electrical systems at this facility. Understands and follows all Division of Industrial Safety and National Electrical Code guidelines when work is being performed in all areas of this facility. Perceives all health and safety issues as an immediate concern, and either directly addresses the issues as immediate concern, and either directly addresses the issues or notifies his supervisor, the area supervisor, or health and Safety personnel. Is aware of the location of the Safety Data Sheets (S.D.S) and knows how to use them. Reports all unsafe conditions to the Electrician Supervisor or responsible person and corrects if possible.
Other Information	<p>Supervision Received: The Electrician I is under the direct supervision of the Electrician Supervisor.</p> <p>Supervision Exercised: N/A</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>KNOWLEDGE OF: Principles, methods, materials, tools, and equipment used in the installation, maintenance, and repair of electrical equipment, National Electric Code and Electrical Safety Orders of the Division of Industrial Safety applicable to electrical work.</p> <p>ABILITY TO: Install, maintain, and repair electrical equipment; read and write English at a level required for successful job performance; make rough sketches and estimates of the cost of electrical work; keep simple records and make reports; follow oral and written instructions; instruct and lead unskilled assistants.</p> <p>REQUIRED COMPETENCIES</p> <p>ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever</p>

necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

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 vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

Inspects and assists in the maintenance and repair of electrical and electronic systems throughout the facility. Maintains relationship security in the workplace.

TECHNICAL COMPETENCIES

Maintains computer generated work order system and preventive maintenance system.

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.

TRAINING CATEGORY - 4

	<p>The employee is required to keep current with the completion of all required training.</p> <p>PHYSICAL DEMANDS – See attached</p> <p>WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.</p>
	<p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____</p> <p>Employee Signature _____ Date</p> <hr/> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____</p> <p>Supervisor's Signature _____ Date</p> <p>_____</p> <p>Reviewing Supervisor's Signature _____ Date</p>

**Physical Requirements of Position
Electrician I (6533)**

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmate, patients, or clients	X					
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.				X		
11 - 25 lbs.			X			
26 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting			X			
Standing				X		
Walking			X			
Running	X					
Crawling		X				
Kneeling		X				
Climbing		X				
Squatting		X				
Bending (neck)			X			
Bending (waist)			X			
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)		X				
Reaching (below shoulder)			X			
Pushing & Pulling		X				
Power Grasping			X			
Handling (holding, light grasping)				X		
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)			X			
Walking on uneven ground			X			
Driving		X				
Operating hazardous machinery			X			
Exposure to excessive noise			X			
Exposure to extreme temp.			X			
Exposure to dust, gas, fumes, or chemicals		X				
Working at heights			X			Bucket Truck