

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

CLASSIFICATION: ELECTRICIAN I	
Approved by Chief of Plant Operations III – Steven Paramo Signature: <i>Sh PL</i>	Approved Date: <i>9/2/26</i>

1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES: This is the entry and first journey level of this series. Incumbents install transmission lines for electrical equipment; assemble, install and repair electric lights, motors, heaters, generators, transformers, switchboards, branch circuits, conduits & pathways, and other electrical apparatus; troubleshoot electrical systems; operate electrical power generating plants; maintain an electric shop; operate electrical equipment; advise in the selection and storage of electrical equipment; consult and work with other tradespeople; make rough sketches and estimate the materials needed for minor electrical installations; keep simple records and make reports; and instruct and lead unskilled assistants.

- 35%** Installation and repair of electric lights, motors, heaters, generators, transformers, switchboards, and other electrical apparatus; troubleshooting of electrical systems. Maintain an active preventive maintenance program on the various systems in assigned area of responsibility.
- 30%** The operation of electrical power generating plants; the maintenance of electric shops; the operation of electrical equipment; advising in the selection and storage of electrical equipment. Operation and maintenance of ATS System.
- 20%**
 - As required by the Electrician Supervisor, maintains accurate information on daily work orders showing time it took to complete and material used. Evaluate work orders to determine the amount and type of material needed, gets approval and obtains material. Evaluate various work orders in an order of priority, putting health and safety first.
- 10%**
 - Reads, understands and conforms to all Hospital Administrative Directives pertaining to Plant Operations, and health and safety regulations.
 - Maintain daily tool control procedures, and instructs all concerned in proper tool control.
- 5%** Assist other Electrician I's, Electronic Technicians, and helpers in the maintenance and repair of electrical and electronic systems throughout the facility.

2. SUPERVISING RECEIVED:

Electrician Supervisor

3. SUPERVISION EXERCISED:

None

4. KNOWLEDGE AND ABILITIES:

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. NFPA 70E, Standard for Electrical Safety in the workplace.

SKILL IN: Installation, maintenance, and repair of electrical equipment.

ABILITY TO: Read and write English at a level required for successful job performance; read, interpret and work from plans, drawings, and specifications; 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.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or 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.

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

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a

therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

DIVERSITY, EQUITY, AND INCLUSION: Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

RELATIONSHIP SECURITY: Demonstrates 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.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: Estimate project and job costs; requisition and orders tools, materials, equipment and supplies; keeps records and makes reports.

TYPICAL PHYSICAL DEMANDS: The incumbent must be able to go up and down stairs and ladders, and traverse crawl spaces under buildings and above ceilings, and descend into excavations bringing with them their tools and supplies necessary to repair the system being serviced. An incumbent must possess a driver's license and the physical ability to drive plant operations vehicles and operate power tools safely and effectively. The incumbent must be able to work with underground equipment.

TECHNICIAN PROFICIENCY (SITE SPECIFIC): Knowledge of generators, electrical system throughout the hospital, computerized maintenance management system, emergency power system and electronic security & signaling system.

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 Services.

7. **TRAINING:**

Training Category – 2 – Training Procedure No. 03-11.

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

8. WORKING CONDITIONS:

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. 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.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date