CMD 900-54
(Rev. 09/2024)

DUTY STATEMENT

☒	Current
☐	Proposed

Position Classification : Electrician I	**Working Title:** Electrician I
Position Number: 006-403-6533-401	**CBID:** R12
Work Week Group: 2	**Work Hours:** Monday – Friday 6:30am – 3:00pm
Command/Directorate/Unit: 129th RQW/CEF Operations	**Physical Work Location:** 683 Macon Rd, Moffett ANGB, CA 94035
Supervisor Name: Ervin Posadas	**Supervisor Classification/Rank:** Chief of Plant Operations
Current Incumbent: VACANT	**Effective Date:** TBD

Position Requirements:

☐ Conflict of Interest Filer (Form 700)
☒ California Driver's License
☐ Class A ☐ Class B ☒ Class C
☐ Class C w/Endorsement: _____

☐ Travel to Multiple Locations
☐ Occasional Travel
☒ Other (Specify): Common Access Card

As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.

Position Identification:

The 129 Civil Engineer Flight is responsible for the daily maintenance and repair of facilities and associated infrastructure that supports an Air National Guard Base with a Rescue Mission. The Flight is composed of three branches Engineering, Emergency Management and Operations. State Civil Service maintenance employees work in the Operations branch.

Under the direction of the Chief of Plant Operation and Facility Manager, the Electrician I is responsible for the operation, maintenance, and repair of 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 generating plants; perform preventative maintenance and remedial maintenance; 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 cost of minor electrical installations; keep simple records and make reports; and instruct and lead unskilled assistants.

Essential Functions:

35%	• Operate, maintain, install, and repair exhaust fans, heaters, exterior and interior lighting, panel boards, motors, heaters, generators, transformers, switchboards, and other electrical apparatus. • Troubleshoot electrical problems, HVAC and lighting controls, automatic transfer switch controls, power distribution circuits, lighting, and circuit controls utilizing the appropriate hand and power tools to maintain building systems. • Perform Preventive Maintenance on all building electrical equipment including testing and replacement of parts on Fire, Life and Safety Equipment. • Perform preventive maintenance, diagnosis, and repair record keeping and various equipment inventory. • Drive state issued vehicles to various work locations to complete work orders.

	• Drive and operate equipment such as JLG boom lift, scissor lift, and forklift to complete assigned work orders.
20%	• Perform outlet and switch installation, including wiring streetlights, perimeter lights, transformers, and switchboards. • Replace/repair runway, taxiway, and parking ramp lighting, troubleshoot wiring and replace transformers. • Perform high voltage splicing, maintain airfield electrical vaults, and assembly's back-up systems.
20%	• Install and convert light fixtures including ballast removal or exchange and equipment trouble shooting. • Perform Lighting Protection Systems including continuity testing, visual inspections, troubleshooting, and repairs.
20%	• Panel board maintenance: check for overheating, moisture, insulations deterioration, loose breakers operation of all mechanical components. • Prepare parts requisition and receive materials. • Complete preventative maintenance forms, work order forms, work permits, confined work permits used in the installation, maintenance, alteration and repair of electrical systems, and components.
Non-Essential/Marginal Functions:	
5%	• Other duties as assigned.

Knowledge, Skills, 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.

Skills: 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.

Required Qualifications:

- Must have and maintain a valid California driver's license
- Must have or be eligible to obtain a valid Common Access Card (CAC) for base access.
- Must obtain certification to operate forklifts, scissor lifts, and JLG boom lifts within six months from date of hire.

Desirable Qualifications:

- Experience working with work orders systems such as Legacy, Web Works, Azzie, etc.
- Intermediate computer knowledge to include typing, utilizing search engines, and operation of Microsoft Office software products (Outlook, Word, Excel).
- Ability to work with others in a professional manner.
- Ability to work in a military environment.
- Ability to be proactive and work independently.
- High Voltage Certification

Work Environment:

- Work both indoors and outdoors in inclement weather.
- Work on roofs or elevated platforms.
- Work environment involves some exposure to chemicals, which require following basic safety precautions.
- Work in noisy areas or with noisy equipment/machinery.
- Work in confined spaces, i.e., ceiling, crawl spaces, and mechanical equipment spaces.

Physical/Mental Abilities:

- Ability to sit or stand for long periods of time.
- Ability to lift and transport up to 50 lbs. (boxes, tools, equipment, repair material, files/records, etc.).
- Ability to reach, turn, kneel, bend, squat, climb, and walk.
- Ability to climb ladders, scaffolds, work on rooftops, and work in confined space.
- Ability to understand and follow safety procedures.
- Ability to follow policies and procedures.
- Ability to work at heights of up to 80 feet.

Equipment Used:

- Construction and maintenance hand and power tools.
- Soldering equipment, sheet metal shears, benders, propane torches, acetylene and oxygen tanks, ohm, amp meters, and voltage testers, portable band saw, drill press, and grinder.
- Telephone, cell phone, computer, and printer/copier/scanner.
- State issued utility truck, forklift, scissor lift, and JLG boom lift.
- Tools for the inspection, maintenance, and repair of building and mechanical systems.

Employee Certification:

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	**Signature**	**Date**

Supervisor Statement:
I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	**Signature**	**Date**

State Personnel Office Use Only

State Personnel Certification: Approval

C&P Analyst Name (Print)	**Signature**	**Date**
Christopher Skillman	Christopher Skillman	10/1/2026