DUTY STATEMENT

Employee Name:	Position Number: **580-131-6532-002**
Classification: Electrician II	Tenure/Time Base: Permanent/Full-Time
Working Title: Electrician II	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 Section/Maintenance Unit

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 performing all the electricial utilities and power distribution duties to support the operations and maintenance systems at the Richmond Labortory Campus. The Electrician II serves as the lead electrician at the CDPH Richmond Campus. This position is responsible for the installation, maintenance, and repair of all electrical systems and equipment throughout the campus, including laboratories, office spaces, and critical infrastructure. The incumbent works on systems rated up to 480V 3-phase and below, including dedicated circuits, emergency power systems, and low-voltage infrastructure. Responsibilities also include maintaining and troubleshooting solar power

equipment, parking lot lighting, and low-voltage systems such as CCTV, access control, and fire/life safety devices. This position must maintain training according to CDPH policies and procedures and OSHA guidelines (Example NFPA70E Standard for Electrical Safety in the Workplace).

The Electrician II acts as the lead worker for CDPH Electrician I and provides oversight and coordination for Building Maintenance Workers (BMW), Maintenance Mechanics (MM), and Stationary Engineers (SE) when they are assigned to assist with electrical or related facility operations. The incumbent ensures all work is performed in compliance with applicable codes, safety standards, and departmental procedures.

The incumbent works under the direction of the Supervisor of Building Trades (SBT) of the Maintenance Unit.

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)

35% Install new electrical circuits from sub-panels to equipment or fixture locations in laboratories and office areas. Install, repair, and replace electrical components including circuit breakers, fuses, motor starters, transformers, UPS units, switchgear, and other apparatuses. Perform work on electrical systems rated up to 480V 3-phase and below, ensuring proper installation, load balancing, and adherence to safety protocols. Install and maintain dedicated circuits for sensitive laboratory and office equipment to ensure stable and uninterrupted power supply. Support and maintain emergency power systems, including wiring for backup generators and automatic transfer switches, to ensure continuity of operations during power outages. Ensure all work complies with the California Electrical Code and CDPH safety standards.

30% Install, repair, and replace all indoor and outdoor lighting fixtures and subsequent control systems, including ballast, bulbs, tubes, transformers, switches, timeclocks, and automatic controls for all lighting systems. Act as the lead worker for CDPH Electrician I positions, providing direction, oversight, and support. Assign and schedule daily tasks based on operational priorities in consultation with the SBT. Provide guidance and oversight to BMWs, MMs, and SEs assisting with electrical work or related facility operations.

20% Prepare rough sketches and layout plans for new installations or modifications to existing electrical systems. Coordinate with DGS (Department of General Services) and the Architectural and Engineering (A&E) Design Team to ensure electrical plans and installations meet current design standards and project requirements. Attend required meetings and training as directed. Utilize the Maximo Enterprise Asset Management system to update work orders daily, including labor hours, materials used, and personnel time. Submit supply requests through Maximo and CDPH Form 2285; maintain adequate inventory of electrical supplies in the shop.

5% Assist SEs with troubleshooting, testing, and maintaining emergency generators and related backup power systems to ensure operational readiness during power outages or critical events. Install, repair, and maintain low-voltage systems, including telephone lines, closed-circuit television (CCTV), public address (PA) systems, and electronic access control systems.

5% Assist with the maintenance and repair of fire alarm systems, including control panels, smoke detectors, heat detectors, and other related fire/life safety components. Maintain all required licenses, certifications, and credentials.

Marginal Functions (including percentage of time)

5% Perform other job-related duties as assigned to support the operational needs of the Richmond Campus, including assisting other trades, responding to urgent maintenance requests, and participating in special projects or emergency response efforts.

☐ 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: 12/3/25