Name:

DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
NAPA STATE HOSPITAL

JOB CLASSIFICATION: Electrician I

1. 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.

35 %	Isolates defects in wiring, switches, motors, and other electrical equipment. Installs new wiring, bends, and installs electrical conduit. Uses testing instruments such as ammeter, ohmmeter, voltmeter, testing lamp or growler.
35 %	Replaces faulty switches, sockets, plugs, fuses, insulators, batteries, battery chargers, elements of electrical systems, fixtures and appliances. Dismantles electrical machinery with hand tools and unsolders or unscrews wiring connections.
20 %	Studies blueprints and diagrams to ascertain layout, location and specifications of items to be installed. Troubleshoots electrical control systems for malfunctions and repairs controls.
5 %	Record material and labor costs on all work orders and fills out daily time sheets. Prepares requisitions for equipment, maintenance supplies and repair parts.
5 %	Estimates materials and labor to complete special projects. Determines energy savings for special type motors and lighting systems
0 %	**Site Specific Duties** None
0 %	**Technical Proficiency**

None

2. SUPERVISION RECEIVED

Under direction reports to and receives instruction from the Electrician Supervisor.

3. SUPERVISION EXERCISED

May act as functioning Electrician Supervisor or have lead responsibility to Building Maintenance Workers, Apprentices, Student Assistants, Youth Aides, and Volunteers.

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.

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.

5. REQUIRED COMPETENCIES

SAFETY
Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS
Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES
None

TECHNICAL PROFICIENCY (SITE SPECIFIC)
None

6. LICENSE OR CERTIFICATION - NOT APPLICABLE

7. TRAINING - Training Category =

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

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- report to work on time and follow procedures for reporting absences;
- maintain a professional appearance
- appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public;
- comply with hospital policies and procedures

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. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature	Print Name	Date
Supervisor Signature	Print Name	Date
Reviewing Supervisor Signature	Ken Woodle Print Name	6/26/26 Date