Name:

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA

JOB CLASSIFICATION: ELECTRICIAN II

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

This is the working leadworker level of the Electrician series. Incumbents install 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; maintain an electric shop; operate electrical equipment; advise in the selection and storage of electrical equipment; consult and work with other trades people. The Electrician II may prepare lists of materials and supplies; estimate the cost of and lay out a job; and, direct the work of three or more craftspeople or helpers exercising only limited supervisory responsibilities.

30% Oversees maintenance and repair of the more technical, complex and all high voltage 2400 VAC transformers, switchgear, capacitor banks underground and overhead distribution cabling. Isolates defects in wiring, switches, motors, and other electrical equipments. Installs new wirings, bends, and electrical conduits. Uses testing instruments such as ammeter, ohmmeter, voltmeter, testing lamp, and growler.

20% Directs electricians and other trades in the design and installation of new complex 2400 VAC installations and repairs of high voltage switch gear, fuses, cables, transformers, and sectionalizing switches. Replaces faulty switches, sockets, plugs, fuses, insulators, batteries, and battery chargers, elements of electrical systems, fixtures, and appliances. Dismantles electrical machinery with hand tools and unsolders or unscrews wiring connections.

20% Creates diagrams to ascertain layout, location, and specifications of items to be installed. Troubleshoots electrical control systems for malfunctions and repairs controls.

10% Creates labor and material cost estimates, prepares requisitions for material and equipment for new installations, as well as maintenance and repairs of existing electrical systems and equipment. Records material and labor costs on all work orders and fills out daily time sheets.

10% Assists other technical trades in completing estimates for materials and labor to complete special projects. Determines energy savings

for special type motors and lighting systems.

10% Other related duties as required.

0% **SITE SPECIFIC DUTIES**
None

0% **TECHNICAL PROFICIENCY**
None

2. SUPERVISION RECEIVED

The Electrician II performs under the supervision of the Chief Engineer II.

3. SUPERVISION EXERCISED

The Electrician II position is non-supervisory, but may direct, instruct and lead three or more craftspeople or helpers, exercising only limited supervisory responsibility.

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.

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. Instruct; direct and coordinate the work of a small crew; follow oral and written instructions.

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

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION - NOT APPLICABLE

7. TRAINING - Training Category = D

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, individuals, and the public; and
- 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	3/9/26 Date