



JOB DESCRIPTION

Electrician

Date Prepared: October, 2019

SUMMARY: Under general direction and supervision, may plan, coordinate, inspect, test, program, service, troubleshoot, and perform preventive maintenance tasks on electrical equipment; organizes and performs a variety of skilled maintenance and repair tasks on electrical equipment and facilities; performs other related duties, as assigned.

ESSENTIAL FUNCTIONS - *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Install, maintain, and service complex electrical and fiber optic systems.
- Troubleshoot, test, and repair electrical and fiber optic systems and associated components.
- Maintain the airfield lighting electrical system and related navigation aids.
- Accurately interpret and apply National Electrical Code (NEC) codebook, all federal, state, and local laws, rules, and Occupational Safety and Health Act (OSHA) and CalOSHA safety regulations, as well as NFPA70E Standard for Electrical Safety in the Workplace.
- Read and interpret plans, blueprints, and specifications.
- Maintain accurate records, estimate time, labor, and material costs.
- Initiate and issue switching orders and electrical clearances in accordance with lockout/tagout policy and procedures.
- Conduct routine inspections of the electrical systems and associated equipment.
- Conduct and participate in electrical and safety procedures and equipment training.
- Perform preventive maintenance: inspect, clean, and analyze electrical systems.
- Perform minor and major maintenance, adjustment, and repair.
- Perform system operational checks, as required.
- Conduct voltage checks and power quality data collection.
- Conduct test runs and system checks on backup diesel generators.
- Utilize computer software programs competently.
- Inspect, maintain, and log results from airfield lighting power regulators.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND two years of journey-level experience as a commercial/industrial Electrician, SUPPLEMENTED BY successful completion of a recognized electrician apprenticeship program is required. Five years of electrical experience, with two years of supervisory or lead work experience is preferred.

Knowledge of:

- Theories, principals, methods, equipment, tools, and materials used in electrical and mechanical maintenance.
- Occupational hazards and safety precautions, including current applicable NEC regulations, OSHA and CalOSHA regulations, and FAA airport electrical rules and regulations, all federal, state, and local laws, rules, and

NFPA70E Standards for Electrical Safety in the Workplace regulations.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Recognizing, troubleshooting, and solving electrical problems.
- Utilizing a variety of tools and equipment used in the electrical trade.
- Operating aerial lift equipment and use electrical test equipment.
- Reading and understanding blueprints, as well as schematic diagrams.
- Keeping accurate records.
- Operating heavy equipment such as a bucket truck.
- Using standard and specialized electrical devices or equipment such as voltmeter, amp, meter, ohmmeter, megohmmeter, and other hand tools used to test electrical flow and connectivity.
- Dealing courteously with the public while assisting with complaints, coordinate switching with individual customers.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- A Journeyman Electrician’s Certificate, State of California Electrical Contractor’s License (C10, Electrical Contractor), or documentation verifying completion of a recognized electrician apprenticeship/certification program is required.
- Must be able to obtain an Airport access badge with driving privileges within ninety days of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a variety of environmental conditions, both indoors and outdoors, with exposure to wide temperature variations, noise, vibrations, fumes, odors, dust, machinery and its moving parts. Incumbent must be physically able to perform strenuous work on a regular basis. Physical demands are light to moderate, consisting of sitting, using hands and fingers to handle or feel objects, tools, or controls; reaching, standing, walking, stooping, kneeling, crouching, and crawling; occasional heavy lifting up to 100 pounds, climbing ladders and entering confined spaces; exposure to electrical hazards; incumbent wears Personal Protective Equipment (PPE) as required in the NFPA70E Standard for Electrical Safety in the Workplace; specific vision capacity includes close distance, peripheral, depth perception, color differentiation, and the ability to adjust focus. Incumbent must be able to hear in the normal range, with or without correction; must have the stamina to work long hours and overtime, if assigned; must be willing to work an irregular schedule, which may include weekends, holidays, nights or varying shifts. Incumbent will be required to participate with the standby/non-duty-hour emergency response rotation, as assigned; will be required to respond to callouts and emergencies during non-duty hours, on weeknights, weekends, and holidays.

Department Head

Date

Personnel Officer

Date