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|  | Date Revised: 3/6/2023 |
| STAFF Position Description |

**Instructions:** C*omplete this form for all staff positions. The form is also used to request a classification review of a currently filled position, or to update a position description with no review requested. After completion of the form, a signed copy should be given to the employee (if the position is filled), one copy forwarded to the Office of Human Resources, and the original electronic version maintained by the department.* [NOTE: This form is unlocked; you will need to **Ctrl + Click** to open links.]

**A. Action Requested**

Request a New position OR  Fill a Vacant position *(Must initiate through online recruitment)*  
 Initiate a Classification Review for a filled position

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| **Requestor:**  Employee OR  MPP Administrator | **Name:** |

Update an existing position description *(no review requested)*

New Employee/Appointment acknowledgment of the position description *(no review requested)*

*(Employee should be given full position description within one week of start date)*

**B. Current Information**

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| **Name of current incumbent:** *(if filled)* | | | | | | | | **Employee ID #:** | |
| *Or if vacant*, *name of previous incumbent*: Michael Snyder | | | | | | | | | |
| **Classification Title:** Electrician | | | | **Job Code:** 6533 | | | **Grade:** 1 | **Position #:** 99746921 | |
| **Working Title:** *(optional*)  Electrician | | | | | | [**FLSA**](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf) **Status:** Nonexempt  *(See link to* [***CSU FLSA/Job Code List***](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf)*)* | | | |
| **Department ID:** 10016 | **Department Name:** Physical Plant Management | | | | | | | | **Time Base:** 1.00 |
| **Lead** *(Staff lead, if applicable)*  **Name:** Willy Martinez | | **Classification Title:**  Supervising Electrician | | | **Working Title:**  Supervising Electrician | | | | |
| **MPP Administrator/Department Chair** *(Reports To)*  **Name:** Todd Nelson | | | **Working Title:**  Assistant Director, Engineering Services | | | | | | |

*Please attach an org chart, if requesting a reorganization (current and proposed) (See link to* [***Campus Org Chart***](https://www.csun.edu/hr/orgchart)*)*

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| **Is this a sensitive position as designated by the CSU?**  Yes  No *(See link to* [***Sensitive Positions Table***](http://www.csun.edu/sites/default/files/sensitive-positions-table1.pdf)) |

**C. Position Purpose** *(Hint: Complete Section D. first and then summarize position’s purpose; typically between 2 to 5 sentences)*

*Please briefly describe the primary function, nature, and scope of the position.*

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| Under general supervision, the Electrician performs a variety of journeyman level skilled duties related to electrical work. This position is required to work independently and as a crew member on projects. Work assignments require the knowledge and understanding of the National Electrical Code and electrical theory, blueprint and schematic reading ability, and electrical equipment analysis and repair. This position is required to have knowledge of all safety requirements related to this position. |

**D. Major Duties**

*Describe each major set of responsibilities assigned to this position (typically 4 to 7) listing them in order of importance. Indicate the approximate percentage (minimum of 5% for a given major duty, with the total equaling 100%) of time spent in each area of responsibility, estimated over a year timeframe. Miscellaneous or other duties as assigned should be 5%.*

*Indicate duties, which are “****essential functions****” by checking the Essential box in the right column (15% or greater to be considered essential).*

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “****essential functions****”, which is intrinsic to the work.* ***A function may be essential because******1)*** *the position was established to perform the function;* ***2)*** *a limited number of employees are available to perform the function; and/or* ***3)*** *removing the function would fundamentally change the position.  (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

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| **Description of Duties** | **% of Time Total = 100** | **Essential  (Minimum 15%)** |
| MAJOR DUTIES:  This position performs journeyman electrical work on various buildings throughout the campus. Performs preventive maintenance as required. Operate equipment and vehicles such as boom truck personnel lifts, pick-up truck, carts, emergency generators, etc. Operate power tools, pipe benders and related equipment. Bends, fits, joins conduit, pulls wiring circuits, installs and repairs fixtures, motors and related equipment. Works on assignments involving assembling, installing and repairing electric circuits, motors, heaters, generators, transformers, switchboards and other electrical apparatus. Inspects electrical systems, locates trouble areas and determines needed repairs. Drives carts and other motor vehicles across campus, multiple times per day, in performance of duties. | 50 |  |
| Read and interpret specifications, drawings, schematics and blueprints. Respond and troubleshoot electric problems and emergencies. Maintains and repairs building electrical systems; modifies controls; assures cleanliness of electrical switchgear rooms. Works on project work in coordination with other skilled crafts and areas within the department. Selects and prepares lists of materials for jobs; inspects electrical work to ensure it meets quality requirements and specifications; draws diagrams and sketches of work to be performed; maintains manual and/or computerized work records and maintenance management systems; and prepares manual and/or computerized reports. | 30 |  |
| This position follows all safety codes and procedures in the performance of all duties. Reports any hazardous situations to the appropriate personnel. Completes reports and required documentation; assists the Lead Electrician as assigned. Provides excellent customer service and interaction with others. Follows all safety protocols and has a demonstrated knowledge of the NEC, Arc Flash Boundaries, PPE and a demonstrated knowledge of Lock Out Tag Out procedures. | 15 |  |
| Other duties related to the position as assigned. | 5 |  |

**E. Physical and Cognitive Demands; and Environmental Conditions**

*Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.*

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| **PHYSICAL DEMANDS** | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |  |  | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |
| 1. Key Boarding and Mousing |  |  |  |  | 1. Lifting or Carrying |  |  |  |
| 1. Repetitive Motion of upper extremities |  |  |  |  | 1. Up to 10 lbs. |  |  |  |
| 1. Hearing |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Sight |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Sitting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Standing |  |  |  |  | 1. Pushing or Pulling |  |  |  |
| 1. Walking |  |  |  |  | 1. Up to 10 lbs. |  |  |  |
| 1. Bending *(from waist or neck)* |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Climbing *(Ladders, stairs or stools)* |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Stooping, Kneeling, or Squatting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Reaching |  |  |  |  |  |  |  |  |

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| **ENVIRONMENTAL CONDITIONS** | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |
| 1. Inside *(Typical office environment)* |  |  |  |
| 2. Elevated Work *(Raised platform/scaffold)* |  |  |  |
| 1. Extreme Temperature *(hot or cold)* |  |  |  |
| 1. Outdoor |  |  |  |
| 1. Hazards |  |  |  |

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| **OTHER**  *Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.* |
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**F. Equipment** *List any special software and machines, tools, and equipment used on a regular basis.*

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| **Type** | **Purpose and Desired Results** |
| *Example A1) Lawn Mower Example B1) Microsoft Word* | *Example A2) Mowing grass Example B2) Create or update documents* |
| Computerized Maintenance Management System | Work Management, Timekeeping |
| Electrical Meters | Troubleshooting Work Requests |
| Fire Protection Systems | Fire Protection |
| Electrical Tools and Equipment | PC, Email and Microsoft Office |

**G. Training and/or Licenses; and Additional Experience, Knowledge, Skills, and Abilities**

**(A). Training and/or Licenses:** *List required and preferred training, licenses or certifications. If a license is required for any position outside of the* [*CSU Professional License Table*](https://www.calstate.edu/hrpims/pims/Appendix/professional_license_table.htm)*, a justification must be provided in description.* ***\*****Any CSU/CSUN “Required” training will be provided after starting the appointment.*

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|  | **Required** | **Preferred** | **N/A** |
| **\***CSU Sexual Harassment Prevention / Title IX / Data Security Training *(Required for ALL employees)* |  |  |  |
| **\***CSUN Procurement Card (P-Card) Training |  |  |  |
| **\***CSUN [Defensive Driver Training](https://www.csun.edu/ehs/request-defensive-driving-powered-cart-training)  and Powered Cart/Low Speed Vehicle Safety Training (if appl) |  |  |  |
| Valid CA Drivers License |  |  |  |
| Electrical License - California C-7, C-10, DIR General Electrician |  |  |  |
| **(B). Additional Experience, Knowledge, Skills, and Abilities:***List additional knowledge, skills, abilities and unique experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.* | | | |
| Journey level experience in electrical maintenance. | | | |

**H. Lead or Oversight of Other Positions**   Yes  No (Please list below) *List positions (including Student Assistants and Volunteers) that incumbent will lead, oversee or provide direct or general work direction, if applicable. (Generally, non-MPP Staff may lead, oversee, coordinate, and provide input for hiring and evaluations to MPP Administrators. Management and supervision authority is held at the MPP Administrator level.):*

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| **Working Title** *(if applicable)* | **Classification Title** | **Position Number(s)** |
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**I. Changes in Position**

*Summarize the changes (including minor updates, additions, and removals) that have been made to the position since it was last reviewed.*

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**J. Signatures** *(Print, sign and date below)*  **EMPLOYEE** (*Acknowledgement of reading and receiving a copy of this job description*)

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| **Employee:** | **Signature:** | **Date:** | **Extension:** |
| **LEADS / MPP ADMINISTRATORS** (*Acknowledgement that the information is accurate*) | | | |
| **Non-MPP Lead:** *(if applicable)*  **Willy Martinez** | **Signature:** | **Date:** | **Extension:**  **2236** |
| **1st level MPP Administrator/Dept. Chair:** *(required)*  **Todd Nelson** | **Signature:** | **Date:** | **Extension:**  **2037** |
| **2nd level MPP Administrator:** *(if applicable)*  **Douglas Wells** | **Signature:** | **Date:** | **Extension:**  **5988** |
| **3rd level MPP Administrator:** *(if applicable)*  **Jason Wang** | **Signature:** | **Date:** | **Extension:**  **2325** |
| **4th level MPP Administrator:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |