



POSITION DESCRIPTION

Department: Facility Services (FS)

Working Title: Electrician

Job Code: 6533

Time Base: Full-time

Position Number:

Union / Unit (if applicable): Teamsters / Unit 6

Position Reports To: Assistant Director, FS

Classification: Electrician

Range Code: 1

Exempt or Non-Exempt: Non-Exempt

Last Update: 8-22-19

PURPOSE OF POSITION:

The electrician provides a full range of skilled, journey-level electrical work including the installation, maintenance, modification and repair of electrical apparatuses equipment and systems.

MAJOR RESPONSIBILITIES:

	<u>%OF TIME</u>
1. Inspect, troubleshoot, test, and repair electrical malfunctions	60%
2. Perform preventative maintenance on equipment	20%
3. Operate electrical equipment and systems	10%
4. Estimate cost, time, and materials; and perform administrative functions	10%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

- 1. Inspect, troubleshoot, test, and repair electrical malfunctions**
 - a. Inspects, isolates, troubleshoots, and repairs electrical malfunctions using various electrical apparatuses
 - b. Inspects work for conformance with specifications, requirements, and compliance with applicable building and safety codes and regulations
 - c. Tests electrical equipment for safety and efficiency (may include inspecting contractors' work)
- 2. Perform preventative maintenance on equipment**
 - a. Participates in the maintenance and operations of an electrical shop and the preventative maintenance of electrical apparatus
 - b. Regularly cycles all automatic transfer switches
 - c. Regularly performs infra-red scanning of all electrical switchboards and main distribution panels
 - d. Torques all lugs to required specifications set by manufacturers
 - e. Regularly repairs and replaces all defective ballasts
- 3. Operate electrical equipment and systems**
 - a. Operates various electrical equipment and systems including electrical power-generating plants and other electrical equipment and systems
- 4. Estimate cost, time, and materials; and perform administrative functions**
 - a. Estimates cost, time, and materials for electrical projects and billable projects, which may include using RS Means data to determine costs for projects
 - b. Works with customers to ensure needs are met
 - c. Provides advise on the selection and storage of electrical equipment
 - d. Cleans and services tools and equipment
 - e. Performs all work in accordance with established safety procedures
 - f. Maintains computer records and retrieves data
 - g. Prepares reports
 - h. Completes preventive maintenance
 - i. Participates in staff meetings

- j. Provides installation of new electrical circuits for remodeled spaces or for the addition of new equipment

REQUIREMENTS OF POSITION:

1. Education and experience required

- a. Any combination of progressively responsible training and experience as an electrician which adequately demonstrates achievement of a journey level of skill adequate to demonstrate completion of an electrician's apprenticeship program.
- b. Valid California Driver's License
- c. California Electrician Certification within six months of employment
- d. Must successfully meet and pass a pre-employment medical examination and drug screen

Preferences

- a. Experience in an academic setting

2. List knowledge, skills, and abilities required for this position

- a. Thorough knowledge of electrical theory and the methods, materials, tools, and equipment used in the electrical trade for the installation, maintenance, and repair of electrical apparatuses, equipment, and systems
- b. Thorough knowledge of applicable state and federal codes and regulations pertaining to the electrical trade, including the National Electric Code and Electrical Safety Orders of the Division of Industrial Safety of the State of California
- c. Thorough knowledge of the use of meters, other test equipment, operation of controls, and safety devices.
- d. Ability to assemble, install, maintain, and repair electrical apparatuses
- e. Ability to operate all applicable tools and equipment necessary to perform skilled electrical work
- f. Ability to read, interpret, and work from blueprints, plans, drawings and specifications
- g. Ability to make rough sketches
- h. Ability to estimate the cost, time, and materials of electrical work
- i. Ability to maintain records and retrieve data related to work performed using manuals and computerized record-keeping systems
- j. Ability to prepare standard reports
- k. Ability to provide instruction to unskilled and semi-skilled assistants
- l. Ability to analyze and respond appropriately to emergency situations
- m. Demonstrated ability to perform arithmetic calculations as required
- n. Demonstrated familiarity with wiring methods to include preparation and installation of conduits, outlets, fixtures, switches, sensors, and circuit breakers in accordance with new and existing applicable codes.

3. List machines, tools, equipment, and motor vehicles used in the performance of the duties

- a. Computer
- b. Specialized electrical test/measurement equipment
- c. Man lift
- d. All applicable tools of the trade

4. List unique working conditions

- a. Working under varying conditions of temperature, humidity, noise, and space at various heights
- b. May involve exposure to hazardous materials and high voltage areas
- c. Overtime, alternative work shifts, shift differential, and call back
- d. Extended periods of standing, stooping, and reaching to maintain equipment

5. Other Employment Requirements

- a. This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
- b. Must participate in required campus trainings including, but not limited to, Data Security and FERPA Training and CSU's Gender Equity and Title IX Training.
- c. This position is required to complete mandatory campus Defensive Driving training.

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Interacts with Facility Services’ staff, the campus community, and contractors on a daily basis to complete required work and participate as part of the Facility Services’ team.

PHYSICAL EFFORT:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

PHYSICAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

- 1. Sitting
- 2. Standing
- 3. Walking
- 4. Bending Over
- 5. Crawling
- 6. Climbing
- 7. Reaching overhead
- 8. Crouching
- 9. Kneeling
- 10. Balancing
- 11. Pushing or pulling

	N/A	1-2	3-4	5-6	7+
1. Sitting				X	
2. Standing				X	
3. Walking				X	
4. Bending Over				X	
5. Crawling				X	
6. Climbing				X	
7. Reaching overhead				X	
8. Crouching				X	
9. Kneeling				X	
10. Balancing				X	
11. Pushing or pulling				X	

Number of hours/day
N/A 1-2 3-4 5-6 7+

- 12. Lifting or carrying
 - A. 10 lbs or less
 - B. 11 to 25 lbs
 - C. 26 to 50 lbs
 - D. 51 to 75 lbs
 - E. 76 to 100 lbs
 - F. Over 100 lbs
- 13. Repetitive use of hands/arms
- 14. Repetitive use of legs
- 15. Eye/hand coordination

	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying					
A. 10 lbs or less					
B. 11 to 25 lbs					
C. 26 to 50 lbs					
D. 51 to 75 lbs				X	
E. 76 to 100 lbs					
F. Over 100 lbs					
13. Repetitive use of hands/arms				X	
14. Repetitive use of legs				X	
15. Eye/hand coordination				X	

- 16. Driving cars, trucks, forklifts and other equipment
- 17. Being around scientific equipment and machinery
- 18. Walking on uneven ground

Yes	No
X	
X	
X	

MENTAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

- 1. Directing others
- 2. Writing
- 3. Using math/calculations
- 4. Talking
- 5. Working at various tempos
- 6. Concentrating amid distractions
- 7. Remembering names
- 8. Remembering details
- 9. Making decisions
- 10. Working rapidly
- 11. Examining/observing details
- 12. Discriminating colors

	N/A	1-2	3-4	5-6	7+
1. Directing others			X		
2. Writing		X			
3. Using math/calculations				X	
4. Talking				X	
5. Working at various tempos				X	
6. Concentrating amid distractions				X	
7. Remembering names				X	
8. Remembering details				X	
9. Making decisions				X	
10. Working rapidly				X	
11. Examining/observing details				X	
12. Discriminating colors				X	

ENVIRONMENTAL FACTORS

Number of hours/day
N/A 1-2 3-4 5-6 7+

- 1. Inside
- 2. Outside
- 3. Humid
- 4. Hazards
- 5. High places
- 6. Hot
- 7. Cold
- 8. Dry
- 9. Wet
- 10. Change of temp
- 11. Dirty
- 12. Dusty
- 13. Odors
- 14. Noisy
- 15. Working w/others
- 16. Working around others
- 17. Working alone

	N/A	1-2	3-4	5-6	7+
1. Inside				X	
2. Outside				X	
3. Humid				X	
4. Hazards				X	
5. High places				X	
6. Hot				X	
7. Cold				X	
8. Dry				X	
9. Wet				X	
10. Change of temp				X	
11. Dirty				X	
12. Dusty				X	
13. Odors				X	
14. Noisy				X	
15. Working w/others				X	
16. Working around others				X	
17. Working alone				X	

SIGNATURES

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____

Date: _____

Appropriate Administrator (MPP)

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director/AVP (optional)

Print Name: _____

Signature: _____

Date: _____