

SENIOR ELECTRICIAN

DEFINITION

Assists in overseeing the overall electrical operations in a designated Maintenance and Operations area.

TYPICAL DUTIES

Surveys sites, plans, schedules, inspects, and certifies completion of operations performed by District and contract personnel involving the construction, maintenance, repair, and alteration of facilities.

Develops, reviews, and revises work schedules.

Confers with craft supervisors or managers on job requirements, plans, and schedules.

Prepares job estimates, scope of work, and sketches of work required.

Plans, coordinates, and schedules projects with District personnel, community representatives, contractors, vendors, and the public.

Prepares correspondence, reports, instructions, description of tasks, and related documents.

Provides emergency responses and related services to minimize safety hazards to students, employees, and the public.

Orients work crews in the proper and safe use of tools, equipment, and materials, and implements safe work practices.

Provides work direction to craft personnel.

Identifies and evaluates equipment, supplies, techniques, and systems.

Ensures compliance with procurement procedures.

Coordinates resolution of construction project issues in accordance with District policy, applicable laws, and regulations.

Obtains contracts from private vendors and interacts with, coordinates, and inspects the work of contractors.

Performs journey-level duties as needed.

May act in place of the supervisor during absences.

Enters work order and requisition data utilizing computer systems.

Applies provisions of collective bargaining agreements.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Craft person assists a supervisor or manager in overseeing the overall respective operations in a designated Maintenance and Operations area.

An Area Craft Supervisor oversees the overall craft operations in a designated Maintenance and Operations area by supervising, assigning, inspecting, and evaluating the work of assigned staff; providing technical work direction to site-based staff; and monitoring, inspecting, and reviewing work performed by contractors.

A Craft person performs the journey-level work within their specific discipline in a designated Maintenance and Operations area.

SUPERVISION

General supervision is received from a higher-level craft supervisor or designated manager. Work direction is exercised over lower-level employees.

CLASS QUALIFICATIONS

Knowledge of:

Principles of organization, personnel management, and progressive disciplinary procedures
Pertinent employee health and safety laws, regulations, and District policies and procedures
Pertinent provisions of labor contracts
City, County, State, Federal, and other codes pertinent to electrical systems
Practices, processes, materials and tools used in electrical construction and maintenance for repair of electrical systems and equipment, low voltage systems, below 600 voltage systems, above 600 voltage systems, light and power systems, clocks, bells, fire alarm systems, and electrically operated and motor-driven electrical equipment, machinery, and tools
Wood framing, concrete, and masonry construction related to electrical work
Design, construction, installation, and maintenance of electrical equipment and systems
Microsoft Word, Excel, and Outlook

Ability to:

Read and interpret blueprints, plans, drawings and specifications
Enter and retrieve information using computers
Recognize, analyze, and deal effectively with problems and issues
Estimate cost of materials and labor
Communicate effectively, both orally and in writing
Work effectively with administrators, other District personnel and the public
Manage and direct multiple projects simultaneously
Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
Maintain confidentiality

Special Physical Requirements:

Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and safely lift up to 100 pounds in inspecting or assisting projects when needed
Ability to work safely at heights of 50 feet or more with the use of ladders, scaffolds, and other related equipment
Ability to work safely in confined spaces
Adequate color perception to identify color-coded conductor wires
Adequate hearing to listen to unusual sounds from transformers, fixture ballast, and fire alarms
Normal smelling to detect burning transformers, breakers, conductors, switches, ballast, and relays

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of experience as a Los Angeles Unified School District Electrician.

Special:

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, by not limited to, asbestos and lead.

A Facilities Planner Program certificate is required by completion of the probationary period.

A valid California Driver License.

Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

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