

RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: MAINTENANCE and OPERATIONS SPECIALIST II–
ELECTRICAL (Range 33)**

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a wide variety of highly skilled tasks related to the mechanical trades Electrical Shop; evaluate work requests and distribute to assigned electrical staff; conduct inspections of work in progress and completed work to assure compliance with established guidelines and procedures; estimate time and material cost; schedule and assign work to assigned electrical staff.

REPRESENTATIVE DUTIES:

Evaluate work requests and distribute to assigned electrical staff. *E*

Coordinate the work of assigned electrical staff; conduct inspections of work in progress and completed work to assure compliance with established guidelines and procedures. *E*

Order and maintain inventory of equipment and supplies; conduct periodic physical inventory as assigned. *E*

Diagnose problems and arrange for repairs. *E*

Travel to District locations to conduct inspections and prepare estimates. *E*

Develop or assist in the development of work schedules; assign tasks to electrical staff. *E*

Provide in-service training for assigned personnel; train assigned staff in the proper operation of related equipment and safety techniques as assigned. *E*

Prepare and file regular reports on the condition of assigned facilities. *E*

Install, repair and service high voltage, low voltage, DDC and related systems. *E*

Inspect, repair, install, test, service, and maintain electrical systems, including conduit and duct systems, light and power circuits, motors, generators, control equipment, switches, switchboards, fans, buzzers; assure balanced load and clean electrical flow. *E*

Install primary and secondary conductors for air conditioning equipment. *E*

Install controls and write simple operating programs for energy management systems (EMS), i.e., air conditioning, pumps, heating, and lighting systems. *E*

Install interior and exterior wiring and conduit; install, repair and maintain ceiling lighting, ballasts and lamps. *E*

Wire new construction, remodels and altered structures according to established safety standards. *E*

Inspect and repair main distribution breakers on transformers and high voltage systems. *E*

Replace circuit breakers and panels. *E*

Assemble, install, and maintain lighting fixtures, switches and field lighting systems. *E*

Order, requisition and maintain an adequate inventory of supplies, parts, and materials. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The use and care of commonly used and specialized hand and power tools required in the installation, repair and maintenance of District facilities.

Energy Management Systems (EMS), Direct Digital Control (DDC) and related systems.

Methods, practices, materials, tools and equipment used in the electrical trade.

Air conditioning and refrigeration equipment and theory.

Electrical building codes and regulations applicable to school facility maintenance and repair.

Electrical and electronic theory.

Design, installation and maintenance of electrical apparatus.

National Electrical Code and Electrical Safety Orders of the Industrial Accident Commission.

High voltage installation, tools and safety.

ABILITY TO:

Read and write program code using District related EMS programming languages.

Adapt to changes in controllers, equipment, configuration, programming language and technology.

Prepare clear, complete and concise EMS records and reports.

Plan, organize, and lay out electrical work.

Follow oral and written directions.

Read and interpret blueprints and installation instructions.

Perform skilled electrical work.

Present oral and written reports.

Develop projected needs for labor, parts and equipment based upon estimated workload.

Operate light and medium weight vehicles.

Establish and maintain effective relationships with others.

Effectively operate a computer/laptop and commonly used job related software programs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years' experience as an electrician, including at least two years at a journeyman-level.

LICENSES AND OTHER REQUIREMENTS:

Possess and maintain a valid and appropriate California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments.
Driving a vehicle to conduct work.
Noise from equipment operation.
Exposure to adverse weather conditions.

PHYSICAL ABILITIES:

Seeing to diagnose problems.
Dexterity of wrists, hands and fingers to operate assigned equipment.
Perform heavy manual labor.
Hearing and speaking to exchange information, make presentations, and train staff.
Lift, push, pull or carry heavy objects.
Standing for extended periods of time.
Bending at the waist.
Crawling, crouching and kneeling to conduct work.
Climbing ladders.
Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Working on ladders or scaffolding at heights.
Working in cramped or restrictive work chamber.
Working around and with machinery having moving parts.
Exposure to flying debris or nails.
Electrical power supply and high voltage.