

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SKILLED MAINTENANCE ASSISTANT-ELECTRICAL/ELECTRONICS

DEFINITION:

Under the direction of the Supervisor-Maintenance and Operations, perform skilled electrical work; assist Electricians in the installation, maintenance and repair of school electrical systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitate the work of Electricians with skilled electrical or routing work; replace defective switches, outlets and motor bearings, lighting fixtures, clocks, fire alarms, bells and other high and low voltage and data devices.
- Assist in the installation of conduits, wiring, light systems and related work; pull and rout data lines and repair connections.
- Test, maintain, repair and operate a variety of electronic equipment, including public address and computer systems.
- Perform specialized electrical repair and maintenance functions under the supervision of Electricians.
- Assure work compliance with applicable local, State, federal and District codes, rules, regulations, policies and procedures.
- Organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications; estimate time, material and equipment requirements for assigned projects.
- Operate and maintain a variety of hand and power tools and equipment including drills.
- Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Maintain various records related to safety, expenses, work orders, project status and assigned activities.
- Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components; drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in the electrical trade and three years' experience in the installation, maintenance and repair of electrical systems and equipment.

Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Valid Forklift Certification.

Knowledge of:

- Methods, materials, tools, terminology and equipment used in the electrical trade.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining facilities, utilities and equipment in good repair.
- Operation of a wide variety of hand and power tools and equipment.
- Shop math applicable to the electrical trade.
- Applicable building codes, ordinances, fire regulations and safety precautions.
- Technical aspects of the electrical trade.
- Preventive maintenance principles and practices.
- Health and safety regulations and procedures.
- Record-keeping techniques.
- Oral and written communication skills.
- Proper lifting techniques.

Ability to:

- Receive, prioritize and respond to work orders in a timely and efficient manner.
- Organize and lay out work.
- Inspect, diagnose, maintain, repair or replace a variety of parts and equipment.
- Work from sketches, diagrams, blueprints, plans and specifications.
- Work independently with little direction.
- Estimate material and supply needs.
- Observe health and safety regulations.
- Maintain records related to work performed.
- Interpret, apply and explain applicable codes, ordinances, fire regulations and safety precautions.
- Understand and follow written and oral instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environment.
- Regular exposure to fumes, dust, dirt, oil/grease.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing to read and perform electrical functions.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights.
- Standing and walking for extended periods of time.

Hazards:

- Working around and with machinery having moving parts.
- Exposure to high voltage and electrical shock.

- Working at heights.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 6/4/96

Unit Approved: 6/5/96

Board Approved: 7/1/96

FLSA Status: Non Exempt

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