

# Job Description

San Ramon Valley Unified School District

## Maintenance Low Voltage/Electrician

### Purpose Statement

The job of Maintenance Low Voltage/Electrician is done for the purpose of providing low voltage services; ensuring completion of projects in accordance with trade standards; providing information on proper uses of equipment; identifying repair and replacement needs; installing, repairing, maintaining, and upgrading low voltage systems and equipment; assisting in training Maintenance Worker/s as needed; and supporting other skilled trades in completing work assignments.

This job reports to Assigned Supervisor

### Essential Functions

- Diagnoses causes of low voltage system problems or failures for the purpose of identifying equipment and systems repair and replacement needs.
- Installs low voltage infrastructure for the purpose of providing a safe and functional environment.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of low voltage systems.
- Repairs a variety of low voltage infrastructure for the purpose of ensuring that systems are functional and in safe working condition.
- Estimates time, materials and equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Analyzes blue prints, schematics, and drawings for existing and proposed low voltage systems for the purpose of identifying locations and determining the efficient installation of new and existing low voltage systems.
- Coordinates with stakeholders for the purpose of completing projects and work orders efficiently.
- Confers with immediate supervisor regarding the coordination of day to day maintenance activities for the purpose of ensuring proper maintenance and repair of District buildings and facilities.
- Maintains vehicle, tools, and equipment for the purpose of ensuring availability and functionality in safe operating condition.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Researches work-related topics for the purpose gathering information and making recommendations.
- Assists in training Maintenance Workers for the purpose of developing their professional and safety awareness skills.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; diagnosing equipment malfunctions; estimating required resources; inspecting buildings and grounds; operating job related equipment; planning and managing projects; reading blueprints and schematics; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, laws, rules, regulations, and policies regarding industrial electrical analysis, estimation, installation, and repair; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; analyzing issues and determining appropriate course of action; applying material handling techniques; available on-call; communicating with persons of diverse backgrounds; displaying mechanical aptitude; meeting deadlines and schedules; organizing tasks; setting priorities; working as part of a team; and working with detailed information.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Journey level experience within this trade is required.

**Education (Minimum):** High school diploma or equivalent. Targeted, job-related education within the trade.

**Equivalency:** Journey-level low voltage/electrician.

**Required Testing**

None Required

**Certificates and Licenses**

CA Electrician Certification Desirable  
Valid Driver's License

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Revised Date**

**Salary Grade**

Range 9