

Job Description

San Ramon Valley Unified School District

Lead Maintenance Electrician

Purpose Statement

The job of Lead Maintenance Electrician is done for the purpose of providing support and oversight to department operations with specific responsibilities for coordinating and assisting workers; ensure completion of projects in accordance with trade standards; providing information on department plans and operations; assisting in the training of electricians; and support other skilled trades in completing work assignments.

This job reports to Assigned Supervisor

Essential Functions

- Assists in overseeing department operations for the purpose of ensuring functions are performed efficiently in compliance with District and site requirements.
- Analyzes department plans, and work environment for the purpose of indemnifying the best work locations and determine the most safe efficient approach.
- Collaborates, communicates, and coordinates with supervisor and all electrician colleagues for the purpose of completing projects and work orders efficiently.
- Estimate time and equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Facilitates and participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Diagnoses causes of electrical problems or failures for the purpose of identifying equipment and systems repair and replacement needs.
- Installs all elements and components of electrical 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 electrical systems.
- Repairs elements and components of electrical infrastructure for the purpose of ensuring the electrical infrastructure is functional and in safe working condition.
- Analyzes blue prints, schematics, and drawings for existing and proposed electrical systems for the purpose of identifying locations and determining the efficient installation of new and existing electrical 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 the proper maintenance and repair of District buildings and facilities.
- Estimates time, materials and equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- 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 of gathering information and making recommendations.
- Assists in training Maintenance Workers as needed 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 potential need to 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 at the journeyman level; 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 but different 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: Five years of experience as an Electrician with increasing levels of responsibility is required.

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

Equivalency: Journey-level electrician.

Required Testing

None Required

Certificates and Licenses

CA Electrician Certification
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

April 19, 2022

Salary Grade

Range 12

Revised Date