



SENIOR ELECTRICIAN

AGENCY/DEPARTMENT:
Public Works/Parks and Maintenance

Approved By HR Director: Linda Matthews
Date Approved: 03/02/2005
Date of Last Revision: 09/01/2004

Reports to: Parks and Maintenance Specialist
Supervises: N/A
Conflict of Interest Code Filer: No

JOB SUMMARY: Under general supervision, participates in and leads a crew in the maintenance and repair of City street lights, park and athletic field lighting, and building electrical systems; coordinates daily and weekly schedules; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Maintains City street lighting systems, park and athletic field lights and electrical systems, and building security lighting and electrical systems.
2. Handles customer inquiries; meets with contractors and utility company to discuss electrical work in progress.
3. Fills out requisitions and orders electrical equipment.
4. Contacts vendors and distributors to determine price and availability of needed equipment and materials.
5. Marks underground electrical lines for contractors digging nearby; repairs lines if damaged.
6. Schedules and assigns work crew in building maintenance work.
7. Provides assistance to work crew when needed.
8. Removes and replaces damaged or downed street light poles; removes and replaces damaged street light control box.
9. Conducts safety meetings; trains employees; and assists in the preparation of employee evaluations.
10. Reviews daily time sheets and prepares reports.
11. Works on special projects as assigned.

QUALIFICATION GUIDELINES:

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Five years of electrical work including lead work.

KNOWLEDGE OF:

- National Uniform Electrical Code.
- Uniform Building Code.
- City electrical standards and codes.
- Electrical circuitry and engineering design principles.
- Electrical repair and troubleshooting methods.

ABILITY TO:

- Operate aerial equipment.
- Use electrical test equipment.
- Plan and layout electrical work.
- Follow proper codes and procedures.

- Communicate effectively with staff, management, vendors, and contractors.
 - Coordinate work with other departments.
 - Recognize and solve electrical problems.
 - Work with high voltage (220/440/660) electrical systems.
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LICENSES:

- Valid Class C CA driver license and acceptable driving record.

CERTIFICATIONS:

- Journeyman Electrician or equivalent.

SPECIAL REQUIREMENTS:

- Valid Class B CA driver license within six months of appointment.
- Ability to work extended hours and be on-call for emergencies.

DESIRABLE:

FLSA Exemption Status: Non-Exempt

Employee Unit: American Federation of State, County and Municipal Employees

DOT Program Participant: Yes

Job Family: Parks and Maintenance - Field Maintenance

Career Progression: