I. **Position Title**  
Electrician III (Lead)  

**Salary Range: 28**

II. **Position Description**  
Under general supervision, plan, organize and coordinate the skilled electrical activities for the maintenance department; assign and supervise the work of assigned personnel; to act as a working lead person; perform skilled trades work in electrical maintenance and do related work as may be required.

A single position class to which the incumbent is assigned a working lead role over assigned workers; the lead person must be skilled and able to assist in the training of assigned workers. While a major portion of the time of a position in this class is spent in performing skilled electrical work, an incumbent may also be expected to carry out a wide range of other assigned maintenance work outside of electrical work. When licenses are required, an incumbent must be able to pass any necessary examinations.

III. **Example of Duties/Responsibilities**

A. Schedules work in cooperation with other maintenance sections and personnel - **E**
B. Distributes work assignments to assigned personnel - **E**
C. Inspects work in progress and upon completion and sees that work is performed in compliance with instructions and meets appropriate quality standards - **E**
D. Trains, guides, checks, evaluates and corrects the work of assigned workers - **E**
E. Inspects, repairs, installs, tests, services and maintains low and high voltage electrical systems, including conduit and duct systems, light and power circuits, motor appliances, generators, control equipment, switches, switchboard, fans, bell, and buzzer systems, clocks and fire alarm systems - **E**
F. Troubleshoots electrical problems - **E**
G. Installs interior and exterior wiring for equipment and appliances - **E**
H. Wires new and altered facilities - **E**
I. Assists with electrical problems in air conditioning and heating systems
J. Replaces fuses, assembles and repairs lighting fixtures and field lighting systems - **E**
K. Installs, replaces or repairs fans, electric motors, filters, belts, fuses, controls, thermostats, switches and gauges - **E**
L. Checks and repairs vacuum cleaners and various other appliances and equipment - **E**
M. Works from verbal instructions, technical manuals, electrical blueprints, sketches and work orders - **E**
N. Plans and lays out assigned tasks - **E**
O. Keeps time, labor and material records - **E**
P. Assists in other maintenance areas by performing skilled, semi-skilled and unskilled duties
Q. Maintains gas, oil and water in assigned vehicles - **E**
R. Operate computers and assign software to centrally control various lighting systems throughout the district – **E**
S. Performs other related duties as directed

**(E) – Essential**
IV. Minimum Qualifications

Knowledge of:
- Standard practices, materials and methods of the electrical trade
- Design, construction, installation and maintenance of electrical apparatus and equipment
- Appropriate electrical codes
- Appropriate safety precautions and procedures
- Basic techniques of supervision
- Energy Management Systems and interior lighting controls

Ability to:
- Perform highly skilled electrical work
- Lead a maintenance crew in all phases of assigned work
- Use tools and equipment in making electrical repairs skillfully
- Plan and lay out electrical work including estimating labor and material costs
- Work from wiring diagrams, electrical blueprints, plan and specifications
- Maintain routine records
- Read and interpret technical manuals related to electrical repair and installation
- Operate an appropriate vehicle, observing legal and defensive driving practices
- Perform shop math
- Understand and carry out oral and written directions
- Develop and maintain cooperative relationships with those contacted during the course of work
- Operate industry standard equipment
- Wear required fire retardant personal protective equipment/clothing

License
- Possession of a valid and appropriate California Driver’s License
- May be required to hold a Hilti gun license (powder actuated tool)

Education and Experience
- Education: Graduation from High School or equivalent. Individuals possessing the experience, knowledge and abilities listed above are considered to possess the necessary education.
- Experience: Five (5) years of experience as an electrician with increasing responsibility or three (3) years of experience as a skilled electrician in the Moreno Valley Unified School District or in an area in which the incumbent has acquired competence at a skilled level in this trade.

Working Conditions

Environment
- Noise
- Indoor and outdoor environment
- Subject to driving a vehicle to conduct work
- Exposure to adverse weather conditions

Physical Abilities
- Strength: Medium work - lifting, carrying, pushing and/or pulling up to approximately 50 pounds with frequent lifting and/or carrying of objects up to 25 pounds.
- Dexterity of hands and fingers to operate specialized hand and power tools
- Reaching overhead, above the shoulders and horizontally
- Standing and walking for extended periods of time
- Bending, twisting at the waist
Physical Abilities Cont.

- Squatting, kneeling, crawling, lie on back
- Grip and grasp power tools
- Working at various heights - climbing, working on scaffolding and ladders
- Hearing and speaking to exchange information
- Visual acuity to observe and perform repairs and read manuals

Hazards

- Working at various heights - climbing, working on scaffolding and ladders
- Working in a cramped or restrictive work chamber
- Working around and with machinery having high speed moving parts
- Ability to respond to emergency calls at night or on weekends
- Exposure to possible arc flash
- Exposure to live electrical voltages