

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: ELECTRICIAN**

**PERSONNEL COMMISSION APPROVAL: SEPTEMBER 15, 2021 (*Revised*)**

**COUNCIL APPROVAL: DECEMBER, 2001**

<b>JOB CODE:</b>	<b>0339</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>HBMT</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>EEOC CODE:</b>	<b>SKILLED CRAFT WORKERS</b>

### **JOB SUMMARY**

Under general supervision, installs and maintains a variety of electrical systems and components in City buildings and facilities including utility systems and other aerial lights, and performs other duties as required within the scope of the classification.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to: Facilities Maintenance Crewleader, Facilities Maintenance Supervisor  
Supervises: None

### **DISTINGUISHING CHARACTERISTICS**

The Electrician is a single position job classification with responsibility for performing journey level electrical work in maintaining and installing a variety of electrical systems and components in City buildings and other City facilities.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Installs, designs and maintains a variety of electrical systems and components in City buildings and facilities, including generators, lighting, high voltage switchgear and lines
- Installs and maintains a variety of electro-mechanical components in the City's utility system including flood control, water or sewage pumping stations.
- Orders replacement parts and equipment
- Observes standard operating procedures and safety practices at all times.
- Installs, maintains and repairs aerial lights; installs, maintains and repairs or replaces photo-electric control relays for lighting circuits on 110v and 480v services; troubleshoots problems involving electrical wiring and equipment.

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- Installs new electrical services for lighting and/or load centers; provides electrical services, including the installation of 3-phase service and other applications.
- Provides electrical support for parks and other facilities throughout the City.
- Performs record keeping and maintains files on work performed and schedule for maintenance or repair
- Responds to emergency calls for service on a call-out basis and works outside normal working hours as needed.
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

#### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

##### **Knowledge of:**

- City policies, regulations and procedures
- National, state, and local laws, codes and regulations related to electrical work
- Machinery, pumps and motors
- Common tools and test equipment applicable to electrical work
- Occupational hazards and necessary safety precautions applicable to maintenance and repair of electrical equipment and circuitry.

##### **Ability to:**

- Read and interpret schematics and blueprints
- Install, troubleshoot, repair and operate electronic and electrical equipment and related circuitry
- Use a variety of test instruments and power, hydraulic or hand tools
- Respond quickly to critical situations, and carry out work assignments as instructed
- Prepare and maintain accurate records and reports
- Operate standard office equipment including personal computers and standard software applications
- Communicate effectively orally and in writing

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- Establish and maintain cooperative work relationships with those contacted in the course of work
- Work independently and efficiently with a minimum amount of on-site supervision

**Education:** High school diploma or equivalent certificate. Completion of a recognized apprenticeship or an accredited vocational program as an electrician preferred.

**Experience:** Five (5) years of experience as a Journey level electrician.

**Certifications/License:** A valid California Class C driver license with an acceptable driving record required by time of appointment and during course of employment.

Possession of a General Electrician Certification from the California Department of Industrial Relations.

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

#### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors, with exposure to extreme noise, exhaust fumes, dust, fine particles, allergens, solvents, corrosives, odors and other physical, electrical, mechanical, and chemical hazards. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, balances, stoops, crouches, twists, bends, squats, kneels, crawls, pushes, pulls, reaches, grasps, steers, lifts and moves tools and equipment weighing 50 pounds or less (over 50 pounds with assistance). Duties require working at heights above ground or in confined areas. When work is performed outdoors there is full exposure to various weather conditions including elevated noise, wind rain, sun exposure, extreme temperatures, etc. Must

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utilize approved safety equipment and protective gear, including but not limited to safety glasses/goggles, gloves, hard hats/helmets, dust/particle masks, safety vests, steel-toed boots and/or hearing protective devices.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. Aug/2021 pa

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