



CITY OF HAWTHORNE
HUMAN RESOURCES DIVISION
ELECTRICIAN
Classification Specification
(Classified)

DEFINITION

Under general supervision, installs, maintains and repairs indoor and outdoor lighting systems, power panels, circuits, motors, pumps and building electrical wiring; and other building maintenance work as required.

SUPERVISION RECEIVED

The Electrician works under the supervision of the Public Works Maintenance Superintendent.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Electrician. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Installs, maintains and relocates electrical components.
2. Replaces damaged electrical parts.
3. Repairs and replaces electrical controls/timing devices.
4. Assists in the preparation of bid specifications for equipment and facilities.
5. Installs and maintains lighting circuits.
6. Installs, maintains, repairs and replaces electrical facilities and equipment in City buildings, airport and other facilities.
7. Performs a variety of construction and maintenance tasks in public works requiring the use of tools and equipment at a level of proficiency equaling a journeyman level.
8. Meets with representatives from outside organizations regarding equipment being used or malfunctioning.
9. Insures proper stock is maintained to accomplish work assignments.
10. Reads and works from blueprints.
11. Estimates job costs.
12. Tests electrical equipment.
13. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

1. Graduation from High School or GED; and

2. A minimum of four (4) years of maintenance experience at the level of an electrician helper or recent completion of an apprenticeship program in the installation, maintenance and repair of electrical systems/equipment.

Knowledge and Abilities

1. Knowledge of electrical theory.
2. Knowledge of State, Federal, and local Electrical Codes.
3. Knowledge of safety requirements of working with high and low voltage circuits.
4. Knowledge of solid state and electromechanical equipment.
5. Ability to install, maintain and repair traffic signals, street lighting circuits, motors, pumps and other electronic devices.
6. Ability to follow work safety procedures and practices.
7. Ability to read blueprints or schematics.
8. Ability to work safely on poles, platforms and from mechanical hoisting equipment.
9. Ability to receive training and work in confined spaces.
10. Ability to follow written and oral directions.
11. Ability to complete basic work activity records and time reports.
12. Ability to establish and maintain effective working relationships with fellow employees, City staff, and the general public.
13. Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

Must possess a valid California Motor Vehicle Operator's License of the appropriate class or grade at time of appointment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing the duties of this job, the employee must frequently lift and or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

The electrician works regularly indoors and outdoors; frequently works with moving mechanical parts; and on occasion may be exposed to extreme weather conditions. The electrician occasionally works in both high, precarious places and confined spaces and is occasionally exposed to fumes or airborne particles, and toxic or caustic chemicals. If the incumbent is required to possess a Class B California Drivers' License, he/she must submit to random drug testing in accordance with the City's drug and alcohol policy as an employee who falls under the authority of the Department of Transportation (DOT).