

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Maintenance Mechanic – Electrician

**BASIC FUNCTION:** Under the supervision of the area Manager, performs skilled electrical work in the repair, maintenance, alteration, and construction of District buildings and facilities; install, repair, service and maintain electrical systems and equipment.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Install or replace necessary interior and exterior wiring for equipment, appliances and lighting; wire new and remodeled buildings according to current codes and regulations.
2. Troubleshoot electrical systems to locate defects or malfunctions; replace fuses, cords and sockets; install, test and maintain high voltage equipment, including switch gear.
3. Inspect, repair, install, service and maintain electrical and lighting systems, equipment and fixtures including conduit and duct systems, primary and branch circuit feeders, motors, transformers, control equipment, switches, switchboards, plugs, lights, circuit breakers, fans, fire alarms, clocks, heating and air conditioning controls.
4. Observe, interpret and comply with federal, state and local electrical codes.
5. Communicate with management, skilled maintenance personnel, contractors and others concerning electrical construction, maintenance and repair issues.
6. Operate a variety of tools and power equipment including saws, voltage tester, voltmeter, ohmmeter, multimeter, other scopes and meters, drill press, conduit benders, band saws and other power and hand maintenance tools and equipment.
7. Lubricate, adjust, repair and perform preventive maintenance to electrical equipment; repair master clock and clock systems, scoreboards, athletic field lights and a variety of other electrical repairs.
8. Work from sketches, plans, drawings, blueprints, specifications and wire diagrams; inspect work in progress and completed by electrical contractors to assure compliance with plans, specifications and time lines.
9. Diagnose and resolve difficult electrical problems; call city utilities as necessary; observe safety of others and recommend precautionary action while repairs are in progress as necessary.
10. Assist in planning, implementing and performing energy conservation measures to comply with State regulations.
11. Install, test and maintain electrical communication systems.
12. Research and evaluate products for best sources; recommend purchase of selected parts, materials and equipment; assist in labor and material estimations for projects; prepare and maintain electrical work orders, records and reports related to work performed.
13. May assign and review the work of student and/or hourly workers.
14. Participates in District-provided in-service training programs.
15. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
16. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** At least one year of journeyman-level experience in the electrical field, together with building construction and maintenance work, is required. Mechanical ability required.

**LICENSES/CERTIFICATIONS:** Must have a valid California driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier, is required.

**KNOWLEDGE OF:** National Electrical Code, California Electrical Code, California Building Code, and Electrical Safety Codes of the Division of Industrial Safety.

**ABILITY TO:** Perform manual work and to handle equipment carefully; work from blueprints and rough sketches; understand oral and written instructions; establish and maintain an effective working relationship with others.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, other departmental personnel, vendors, contractors, outside businesses.

**PHYSICAL EFFORT:** Dexterity of hands and fingers to operate specialized equipment and hand and power tools; pulling cables and wires; bending at the waist, kneeling or crouching. Must be able to lift up to 50 pounds.

**WORKING CONDITIONS:** Indoor and outdoor environment; exposure to electrical power supply and high voltage.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.