

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ELECTRICIAN'S ASSISTANT **GRADE:** 07

TITLE ABBREVIATION: ELECTRICIAN ASST **TITLE NO.:** 6360

JURIS.CL: NC **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: ORANGE COUNTY COMMUNITY COLLEGE **DIVISION:** PHYSICAL PLANT

SUPERVISOR'S TITLE: MAINTENANCE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for providing supportive manual assistance to a skilled electrician in the performance of assigned duties. Work is performed under the direction of the Senior Maintenance Electrician. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Wires and installs both fluorescent and incandescent light fixtures;
2. Wires and installs wall and outlet receptacles;
3. Troubleshoots electrical problems on motors, motor starters, generators, switch gears, compressors;
4. Replaces broken or damaged breakers on live panel boxes;
5. Runs and/or installs electric service to new work areas throughout the campus;
6. Repairs any and all electrical equipment such as electric staple machines, copiers, dark room equipment; electric tools;
7. Installs outdoor lighting for buildings;
8. Contacts outside vendors to order and purchase necessary supplies;
9. Performs pool related duties as required;
10. Assists Senior Building Maintenance Mechanic in troubleshooting mechanical systems of the building;
11. Assists with snow removal;
12. May be required to maintain daily log of work performed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the common practices, tools and materials used in electrical work; working knowledge of the safety precautions involved in the use of hand tools; skill in the use of hand tools; ability to understand electrical codes; ability to follow written and oral instructions; willingness to perform routine manual work; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in assisting a journey level electrician in the maintenance and repair of electrical equipment; OR
- (B) Five (5) years of experience as outlined in (A) above.

SPECIAL REQUIREMENT: Possess and maintain a valid Driver's License.

REVISED: 09/14/17 dc