

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE:                    ELECTRICAL LEADPERSON**

**BASIC FUNCTION:**

Under the direction of the Building Services Supervisor, schedule, coordinate, and perform electrical work in one or more trades such as electrical, electronics, locksmithing, office machinery; in the maintenance, alteration, repair, and construction of District facilities and structures; provide work direction to a staff of skilled and semi-skilled personnel as assigned.

**REPRESENTATIVE DUTIES:**

Schedule, assign, and participate in maintenance and construction activities performed by assigned personnel at District sites.

Confer with Building Services Supervisor regarding maintenance problems, projects, and activities.

Provide work direction to assigned tradespeople; assist in the selection, testing and interviewing of assigned staff; provide initial and ongoing training of employees.

Coordinate the activities of assigned building trades; coordinate activities with other Facilities Services employees.

Assist with the scheduling and coordinating of labor and materials required for specific work orders; monitor progress of work performed.

Review performance of assigned staff; provide input regarding performance evaluations.

Perform journey-level electrical/electronic work in installation, construction, maintenance, and repair work.

Maintain a variety of records including, but not limited to work orders (assigned and completed) and materials used.

Assist in ordering materials and supplies for assigned projects.

Respond to District security and emergency services as assigned.

Attend job related meetings as assigned.

Perform related duties as assigned.

## KNOWLEDGE AND ABILITY

### Knowledge of:

Various trade methods, tools, and materials required for the maintenance of facilities and equipment.

Trade functions at the journey-level electrical trade.

One or more trades such as electrical, electronics, locksmithing, office machinery.

Record keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Basic principals of providing work direction to others.

Safety practices and work methods.

Oral and written communication skills.

District organization, operations, policies and procedures, and objectives pertaining to position.

Health and safety regulations pertaining to positions

Federal, State, and local regulations related to positions.

### Ability to:

Work independently with little direction.

Perform journey level work in a electrical trade.

Plan and coordinate the work of assigned skilled and semi-skilled personnel.

Prioritize, schedule, assign and review work.

Coordinate activities with other Facilities Services employees

Lift objects weighing up to 80 pounds using safe and proper methods and/or equipment.

Move objects weighing over 80 pounds using safe and proper methods and/or equipment.

Meet schedules and timelines

Understand and follow oral and written directions

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action

Read, apply and explain rules, regulations, policies and procedures pertaining to positions.

Interpret blueprints, specifications, and work orders.

Work cooperatively and effectively with others.

Plan and organize work.

Provide work direction to others.

Maintain records and prepare reports.

Order and maintain supplies and materials.

Perform manual labor.

Adjust work schedules to meet unusual conditions.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: a four year apprentice program, training and experience to demonstrate journey-level skill in a electrical/electronic trade. Experience in a lead capacity desirable.

#### LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Provide own hand tools

Must obtain valid CPR and first aid certificates within six months of employment.

#### WORKING CONDITIONS:

Office and shop environment; subject to adverse weather conditions, lifting and climbing.

