



BURBANK UNIFIED SCHOOL DISTRICT FACILITIES SERVICES

CLASS TITLE: **LOW-VOLTAGE ELECTRICIAN**

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform journey-level low-voltage electrical work. Assist in design, perform installations, maintain and repair the Districts' low-voltage electrical systems and equipment. Perform unskilled to semi-skilled work in the maintenance, construction and repair of District property, facilities and equipment. To maintain, in an effective and efficient manner, facilities throughout the District in a condition of safety, neatness and proper performance. This entails performing a variety of skilled tasks and operations. This position performs journey-level duties with an emphasis in low-voltage electrical trade so that full educational use of the Districts' facilities is realized at all times.

REPRESENTATIVE DUTIES:

Perform technical and complex installation, maintenance and repair duties in the care of low-voltage, electronic and audio-visual equipment and systems.

Installation, minor repair and maintenance of Facilities Services hand held, mobile and base station communications systems.

Set-up and maintain audio and video equipment or systems for special events as assigned.

Order and obtain parts and supplies as needed.

Maintain a variety of records and lists such as records of work orders, requisitions, equipment checked out and equipment inventory.

Inspect, repair, install, service and maintain low-voltage systems including, but not limited to: conduit and cable trays, motorized appliances, control equipment, fixtures, public address, closed circuit television, security cabling and devices, audio/visual equipment, lighting controllers, clock and bell systems, intercom and fire alarm systems.

Install or replace necessary interior and exterior wiring for low-voltage equipment, appliances and lighting.

Make emergency repairs and adjustments to equipment and apparatus.

Install conduit, cable trays; pull cable for low-voltage systems; relocate jacks and speakers.

Wire new and altered buildings as necessary; alter electrical power for low-voltage controlled lighting, receptacles and telephone circuits.

Diagnose repair needs and defects in low-voltage systems; contact local utilities or power companies as necessary.

Observe and comply with Federal, State and local electrical codes, health and safety codes and regulations related to position.

Work from sketches, plans, drawings, blueprints and specifications.

Estimate materials and approximate time required for installation, maintenance and repair activities under the direction of an assigned supervisor.

Provide cost estimates for assigned projects to include time, labor, parts, supplies and equipment upon request.

Follow District policies and procedures.

Respond to District security and emergency services per Government Code, sections 3100 – 3102.

Establish and maintain effective work relationships with those contacted in the performance of required duties and maintain flexibility with respect to assignments, duties and facility issues as they arise.

Handles all matters in a tactful, courteous and confidential manner so as to maintain and/or establish good public relations.

Able to act as a liaison with a variety of contractors, outside vendors and consultants.

Ensure that proper safety and health regulations and practices are observed related to low-voltage systems.

May provide or recommend topics for in-service training in Facilities Services.

Participates in District in-service training as required.

Perform other duties as related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, equipment and materials used in the installation, maintenance and repair of low-voltage equipment and systems.

Component level diagnostics and repair of low-voltage equipment and systems.

Electronic and electrical theory and practices.

Methods, practices, equipment and materials used to perform minor maintenance in one or more of the building and construction trades including, but not limited to: phone system, intercom, fire, security, energy and mechanical repair.

Building construction practices, laws and safety rules related to low-voltage systems installation, maintenance and repair in public school buildings.
Diagrams used in installation and repair of low-voltage equipment.
Work order tracking and data collecting systems and procedures.
Proper usage of English, writing and math.
Safe and proper working practices and procedures.
Safety rules and regulations for this position.

ABILITY TO:

Perform journey level work in the installation, maintenance and repair of low-voltage equipment and systems.
Analyze and interpret equipment specifications.
Maintain equipment inventory and order supplies and parts.
Perform skilled work safely and proficiently using a variety of hand tools and power equipment associated with repair, maintenance, construction, installation and troubleshooting.
Estimate scope and costs of work assignments and secure the necessary tools and materials to complete each assignment.
Quickly and effectively analyze situations accurately and adopt an effective course of action.
Read and interpret schematics, blueprints and sketches accurately, prepare basic drawings or diagrams.
Safely drive and operate a variety of vehicles and equipment used in Facilities Services.
Safely use a variety of hand and diagnostic equipment associated with building repair, maintenance and construction.
Perform mathematical calculations using addition, subtraction, multiplication and division.
Work cooperatively and effectively with others.
Determine priorities and schedule work effectively and efficiently.
Schedule and conduct preventative maintenance inspections on low-voltage systems.
Use the computer.
Work independently and maintain high standards of workmanship.
Prepare and maintain work records, schedules and complete necessary reports.
Train and instruct others in the proper care and use of auditorium related equipment both safely and skillfully.
Communicate effectively both orally and in writing.
Handle all matters in a tactful, courteous and confidential manner to maintain and/or establish good public relations.
Establish and maintain effective work rapport with those contacted in the performance of required duties.
Perform work of an active nature, to stand for extended periods of time, walk up to 400 yards and manipulate (lift, carry, move) weights of up to 30 pounds frequently and 50 pounds occasionally using safe and proper equipment.
Push, pull and guide materials of weight up to 30 pounds frequently and 50 pounds occasionally using safe and proper equipment.
Climb, stoop, kneel and crouch on a regular basis.
Have sufficient hand-eye coordination, hand and finger dexterity including ability to grasp and visual acuity to operate specialized equipment, read data and safety information.
Hear machinery sounds and alarms.
See near and far, read printed materials and see moving objects.
Carry on ordinary conversations.

EDUCATION AND EXPERIENCE:

This position requires a high school diploma or equivalent plus two years of training and/or experience to demonstrate journey-level skill in low-voltage systems.

LICENSE AND OTHER REQUIREMENTS:

Must use safety equipment designated for this position. Provide own hand tools. Possess and maintain a valid California Driver's License.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to adverse weather conditions, heat, heavy lifting, climbing and exposure to chemicals and fumes.