

EDITED TASK LISTING

CLASSIFICATION: ELECTRICIAN II, CORRECTIONAL FACILITY (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Install transmission lines for electrical systems, per institutional needs in order to help eliminate power outages, utilizing proper personal protective equipment (PPE), and meters (i.e., multi-meter, ammeter), as required.
2.	Maintain transmission lines for electrical systems, per institutional needs in order to help eliminate power outages, utilizing proper personal protective equipment (PPE), and meters (i.e., multi-meter, ammeter), as required.
3.	Repair transmission lines for electrical systems, per institutional needs in order to help eliminate power outages, utilizing proper personal protective equipment (PPE), and meters (i.e., multi-meter, ammeter), as, as required.
4.	Install electric lights, motors, heaters, generators, transformers, switchboards and other electrical apparatus, (e.g., phase rotation, voltage, amperage, wire size, etc.) to maintain the safety and security of the institution, utilizing the proper lock-out/tag-out procedures, meters (i.e., multi-meter, ammeter), as, and hand tools (e.g., screwdriver, diagonal cutter, lineman pliers, etc.) in compliance with the National Electrical Code (NEC) and National Fire Protection Association (NFPA 70E), as required.
5.	Repair electric lights, motors, heaters, generators, transformers, switchboards and other electrical apparatus, (e.g., phase rotation, voltage, amperage, wire size, etc.) to maintain the safety and security of the institution, utilizing the proper lock-out/tag-out procedures, meters (i.e., multi-meter, ammeter), as, hand tools (e.g., screwdriver, diagonal cutter, lineman pliers, etc.), and NEC, as required.
6.	Troubleshoot institutional electrical systems to restore power and minimize interruption to institutional programs and operations, utilizing proper lock-out/tag-out procedures, meters (i.e., multi-meter, ammeter), hand tools (e.g., screwdriver, diagonal cutter, lineman pliers, etc.), and NEC, as required.
7.	Maintain a clean electric shop free of clutter and debris (e.g., deposit waste in appropriate containers [i.e., trash, recycle, and hazardous materials]) to ensure a safe work environment, to help eliminate areas where contraband may be concealed, to facilitate the safety and security of the institution, in accordance with the Departmental Operation Manual (DOM), utilizing a broom, mop, inmate worker, etc., as needed.
8.	Maintain an organized electric shop in order to ensure compliance with the Department's policy per DOM, utilizing the tool check-out system and the daily inventory sheet in order to maintain tool accountability and the safety and security of the institution, as required.
9.	Operate electrical equipment (e.g., meters, conduit benders, drill motors, cutters, etc.) in order to ensure proper completion of work, meet institutional security and program needs, provide a safe working environment, compliance with codes, regulations, policies, and procedures, per DOM, as required.
10.	Advise in the selection of electrical equipment to provide standardization throughout the institution, verifying proper equipment is being ordered affecting cost savings, utilizing As-Builts, NEC, Underwriter Laboratories (UL) approved materials, as required.

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11.	Advise in the storage of electrical equipment and materials in order to ensure materials are stored correctly to preserve the integrity of the materials, utilizing proper storage methods (e.g., cargo boxes, warehouses, electric shops, etc), and maintain current inventory list, as needed.
12.	Coordinate and work with other trades (e.g., carpenters, plumbers, stationary engineers, maintenance mechanics, etc.) in order to complete work projects or in emergency situations in accordance with Departmental policy and safety regulations, under the direction of the Electrician III, CF or Supervisor of Building Trades, CF, as required.
13.	Make rough sketches of electrical installations and repairs, in order to identify new changes/corrections to the As-Builts, utilizing current plans and specifications, NEC, and Title 24, as required.
14.	Estimate the cost of electrical installations and repairs, to provide your supervisor with information necessary for a cost analysis, utilizing resources (e.g., internet, personal knowledge, rough sketches, vendor quotes, etc.) per purchasing rules and regulations as needed.
15.	Maintain records and daily reports (e.g., inmate/youthful offenders timesheets, daily work orders, tool control, staff and inmate/youthful offenders safety training, vehicle log, etc.) to provide information, ensure compliance with stipulated laws, and policies and procedures, utilizing resources (e.g., Injury and Illness Prevention Program [IIPP], DOM, Operational Procedures [OP], etc.), as required.
16.	Lead unskilled workers engaged in the maintenance and repair of electrical systems (e.g., electric lights, motors, heaters, switchboards and other electrical apparatus, etc.) in order to provide and ensure proper completion of work, to meet the safety and security of the institution and ensure compliance with policies and procedures by utilizing resources (e.g., work order system, safety training on tools/equipment, and Personal Protective Equipment (PPE), etc.), on a daily basis.
17.	Instruct unskilled workers engaged in the maintenance and repair of electrical systems (e.g., electric lights, motors, heaters, switchboards and other electrical apparatus, etc.) in order to provide and ensure proper completion of work, to meet the safety and security of the institution and ensure compliance with policies and procedures by utilizing resources (e.g., work order system, safety training on tools/equipment, and Personal Protective Equipment (PPE), etc.), on a daily basis.
18.	Respond to emergency call backs (e.g., power outage, cell door/gate malfunctions, electrical fires, etc.) in order to ensure the safety and security of the institution by utilizing and maintaining a land line phone or cell phone, etc., as required.

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19.	Attend In-Service Training (IST) and On-the-Job Training (OJT) in order to ensure employee meets his/her minimum 40 hours per year of required training pursuant to the DOM to increase knowledge of current Departmental procedures and policies, by utilizing training (e.g., block training, on-line IST, sign-in sheets, etc.), as required.
20.	Perform Preventive Maintenance (PMs) of electrical equipment, to help prevent and eliminate equipment failure in order to ensure proper operation of electrical equipment, by utilizing manufacturer recommendations, industry standards, and maintaining service records, as required.
21.	Install alarm systems (i.e., personal alarm, fire alarm) to ensure proper functioning, to maintain the safety and security of the institution in order to prevent escapes/injuries of persons, and to minimize damages to state property, utilizing test procedures, meters (i.e., multi-meter, ammeter) and tools (e.g., screwdriver, diagonal cutter, lineman pliers, etc.), as needed.
22.	Perform preventive maintenance of alarm systems (i.e., personal alarm, fire alarm) to ensure proper functioning, to maintain the safety and security of the institution in order to prevent escapes/injuries of persons, and to minimize damages to state property, utilizing test procedures, meters (i.e., multi-meter, ammeter) and tools (e.g., screwdriver, diagonal cutter, lineman pliers, etc.), as needed.
23.	Repair alarm systems (i.e., personal alarm, fire alarm) to ensure proper functioning, to maintain the safety and security of the institution in order to prevent escapes/injuries of persons, and to minimize damages to state property, utilizing test procedures, meters (i.e., multi-meter, ammeter) and tools (e.g., screwdriver, diagonal cutter, lineman pliers, etc.), as needed.
24.	Maintain institutional high mast lighting system to ensure the safety and security of the institution in order to help prevent escapes/injuries to persons, by utilizing meters (i.e., multi-meter, ammeter) and tools (e.g., screwdriver, diagonal cutter, lineman pliers, etc.), lifts, proper training, manufacturer recommendations, etc., as needed.
25.	Inspect premises to ensure the work environment is free from contraband (e.g., weapons, drugs, and tobacco, etc.) utilizing mirrors, protective gloves, training resources, Departmental safety standards, DOM, etc., as required.
26.	Search inmates to ensure absence of contraband (e.g., weapons, drugs, and tobacco, etc.) utilizing protective gloves, training resources, Departmental safety standards, DOM, etc., as required.
27.	Maintain emergency generator systems to ensure proper electrical operational status of the facility in order to maintain the safety and security of the institution by utilizing testing procedures, Preventive Maintenance Program (PM), load testing, etc., as required.

Tasks highlighted in bold text are not currently on the SPB classification specification

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28.	Maintain tools, equipment and inventory in a safe, organized manner in order to maintain functionality, reliability and ensure job completion and/or continuity of work in accordance with Departmental policies and procedures and California Occupational Safety and Health Administration (CalOSHA) requirements, on a daily basis.
29.	Escort outside vendors to provide contracted services to the institution, in order to maintain the safety and security of the institution (e.g., injury, escape, contraband, etc.) and ensure compliance with DOM, institutional operational procedure, tool control, staff accountability, etc. as required.
30.	Compile records (e.g., Materials Safety Data Sheets [MSDS], staff and inmate/youthful offenders' timesheet, daily work order report, tool control, safety training, vehicle log, etc.) in order to provide information for institutional use and assure compliance with policies and procedures, utilizing resources (e.g., DOM, institutional operational procedures, IIPP, etc.), as required.
31.	Assist with priority one work orders in emergency situations (e.g., cell searches, power outages, cell door/gate malfunctions, etc.) to ensure the safety and security of the institution in order to help prevent escapes/injuries to persons utilizing DOM, tools, and equipment, as required.