

## EDITED TASK LISTING

### CLASSIFICATION: ELECTRICIAN III (CORRECTIONAL FACILITY)

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

Task Statements	
1.	Plan the work of Electrician I/II and inmates engaged in the installation, repair and preventive maintenance of institutional electrical systems (e.g., lighting, distribution, etc.) to ensure the safety and security of the institution, staff and inmates using Injury and Illness Prevention Program (IIPP), California Code of Regulations (CCR), National Fire Protection Association (NFPA), National Electrical Code (NEC), etc., as required.
2.	Layout the work of Electrician I/II and inmates engaged in the installation, repair and preventive maintenance of institutional electrical systems (e.g., lighting, distribution, etc.) to ensure the safety and security of the institution, staff and inmates using IIPP, CCR, NFPA, NEC, etc., as required.
3.	Lead the work of Electrician I/II and inmates engaged in the installation, repair and preventive maintenance of institutional electrical systems (e.g., lighting, distribution, etc.) to ensure the safety and security of the institution, staff and inmates using IIPP, CCR, NFPA, NEC, etc., as required.
4.	Inspect the work of Electrician I/II and inmates engaged in the installation, repair and preventive maintenance of institutional electrical systems (e.g., lighting, distribution, etc.) to ensure the safety and security of the institution, staff and inmates using IIPP, CCR, NFPA, NEC, etc., as required.
5.	Prepare rough sketches of minor electrical installations to provide an updated blueprint utilizing drawing materials as needed.
6.	Prepare estimates for projects (i.e. labor, materials, tools and equipment) to provide supervisor with necessary information for planning, developing and cost analysis using internet, blueprints and rough sketches according to federal/state/local codes and regulations as needed.
7.	Advise supervisor of the selection and procurement of electrical materials, tools, and equipment for projects and maintenance to meet the needs of the institution using the Departmental Design Criteria, catalogs, internet, etc., as needed.
8.	Advise supervisor in the maintenance and repair of institutional electrical systems (e.g., lighting, distribution, etc.) to meet the needs of the facility using CCR, NFPA, NEC, etc., as needed.
9.	Organize tools, equipment and inventory in a safe and orderly manner to maintain functionality, reliability, and ensure continuity of work and job completion using California Occupational Safety Health Administration (Cal-OSHA), Departmental Operations Manual (DOM), policy and procedures on a daily basis.
10.	Respond to institutional work orders to ensure timely repair and maintenance of electrical systems using CCR, NFPA, NEC, etc., as needed.
11.	Maintain institutional electrical systems (e.g., lighting, distribution, etc.) to meet federal/state/local codes and regulations and ensure safety/security of the institution, staff and inmates using CCR, NFPA, NEC, etc., as required.

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

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12.	Coordinate with departmental supervisors, trades people, custody/medical staff, contractors and vendors regarding projects to ensure the work is completed effectively and efficiently using interpersonal skills and various resources such as the DOM, local Operational Procedures (OP), etc., as needed.
13.	Supervise inmates engaged in the use of tools, equipment and materials to maintain safety and security of the facilities/work areas using interpersonal skills, DOM, tool/key control, material accountability, etc., on a daily basis.
14.	Communicate in a professional and effective manner with supervisors, staff and inmates to provide and obtain information and establish effective working relationships while using interpersonal skills and DOM, at all times.
15.	Supervise the conduct of inmates to prevent escapes and injuries by inmates to themselves or others and damage to property using interpersonal skills, DOM, Supervisory Reports (Form CDC 101), Counseling Chronos (Form CDC 128), etc., on a daily basis.
16.	Maintain electrical shop and contents to ensure compliance stipulated by rules, regulations, policies and procedures to provide a safe and secure work environment using Cal-OSHA, DOM, IIPP, OP, etc., on a daily basis.
17.	Search premises for contraband such as weapons or illegal drugs, etc. to ensure the safety and security of the institution using DOM and local OP, as needed.
18.	Search inmates for contraband such as weapons or illegal drugs, etc. to ensure the safety and security of the institution using DOM and local OP, as needed.
19.	<b>Prepare reports to provide information requested by manager/supervisor for institutional use using As-Built Plans, DOM, IIPP, local OP, etc., as required.</b>
20.	<b>Maintain departmental records to ensure compliance stipulated by rules, regulations, policies and procedures using DOM, IIPP, Strategic Offender Management System (SOMS), local OP, etc., on a daily basis.</b>
21.	<b>Perform the duties of a Supervisor of Building Trades or Utility Shop Supervisor in his/her absence to ensure continued operation of the institution using DOM, Equal Employment Opportunity (EEO) policies, IIPP, local OP, etc., as needed.</b>
22.	<b>Promote a work environment free of discrimination and harassment to produce a hostile-free workplace using DOM, EEO policies, local OP, etc., on a daily basis.</b>
23.	<b>Report awareness of discrimination/harassment to ensure compliance and a hostile-free workplace using written and verbal communication per DOM, EEO policies, local OP, as required.</b>
24.	<b>Interpret electrical blueprints for other trades people to identify specific information for projects, work order assignments and cost estimates using Departmental Design Criteria, NEC, NFPA, etc., as needed.</b>

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25.	<b>Interpret electrical blueprints for the institution to ensure work is done according to plans and specifications using Departmental Design Criteria, NEC, NFPA, etc., as needed.</b>
26.	<b>Resolve verbal conflicts with staff/inmate to achieve and maintain a cohesive and productive work environment using DOM, EEO, and communication skills, as needed.</b>
27.	<b>Install appropriate electrical circuits for equipment (e.g., wires, fuses, breakers, etc.) to ensure safe electrical operation using IIPP, NFPA, NEC, etc., as required.</b>
28.	<b>Install conduit and raceways for data, electrical and mechanical equipment to ensure safe electrical operation using IIPP, NFPA, NEC, etc., as required.</b>
29.	<b>Install timers, switches, contactors, and relays for electrical and mechanical equipment to ensure safe electrical operation using IIPP, NFPA, NEC, etc., as required.</b>
30.	<b>Install/repair institutional lighting, motors, transformers and switchboards to ensure safe electrical operation using IIPP, NFPA, NEC, etc., as required.</b>
31.	<b>Perform preventive maintenance on electrical equipment/systems to ensure safe electrical operation per manufacturer's requirements and specifications using CCR, NFPA, NEC, IIPP, etc., as required.</b>
32.	<b>Troubleshoot electrical problems in Automatic Transfer Switch (ATS) and power distribution circuits to ensure safe electrical operation and function using CCR, NFPA, NEC, etc., as needed.</b>
33.	<b>Maintain records, files and technical data on materials, tools and equipment to make recommendations regarding maintenance and repairs using electronic databases and/or owner's manual, as required.</b>
34.	<b>Repair/replace institutional electrical system (e.g., breakers, contactors, starters, motors, wires, cables, etc.) to ensure the proper function of electrical systems using tools, equipment, NFPA, NEC, etc., as needed.</b>
35.	<b>Perform preventive maintenance on breakers, contactors, starters, motors, wires and cables to ensure the proper function of electrical systems using tools, equipment, NFPA, NEC, etc., as needed.</b>
36.	<b>Participate in updating the IIPP to maintain a safe and healthy work environment using Cal-OSHA, DOM, local OP, etc., as needed.</b>
37.	<b>Attend departmental mandatory training classes (e.g., sexual harassment, EEO, workplace violence, etc.) to maintain professional and ethical work standards using DOM and local OP, as required.</b>
38.	<b>Operate various types of electrical equipment/tools in a safe and practical manner to complete projects and maintenance to meet institutional needs using Cal-OSHA, NEC, DOM, local OP, etc., as required.</b>

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