

DUTY STATEMENT

Employee Name:	Position Number: 580-131-6533-001
Classification: Electrician I	Tenure/Time Base: Permanent/Full-time
Working Title: Electrician I	Work Location: 850 Marina Bay Parkway Richmond, CA 94804
Collective Bargaining Unit: R12	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Program Support Division	Branch/Section/Unit: Facilities Management Section/Plant Operations/Maintenance

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as the Electrician I for the Facilities Management Section (FMS) under Plant Operations. The Electrician I performs electrical assembly, installation, and repairs to support the operations and maintenance for all electrical utilities and power distributions systems at the Richmond Campus.

The incumbent works under the direct supervision of the Supervisor of Building Trades (SBT).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Installs new electrical circuits for laboratory and office equipment from the sub-panel to the equipment or fixture location. Installs, repairs, and replaces circuit breakers, fuses, motor starters, power transformers, uninterruptible power supply units (UPS), switchgear and other electrical apparatuses.
- 30% Installs, repairs, and replaces all indoor and outdoor lighting fixtures and subsequent control systems, including ballasts, bulbs, tubes, transformers, switches, timeclocks, photoeyes, and automatic controls for all lighting systems.
- 20% Prepares rough sketches of all new installations or changes to any electrical system and works with the Department's Senior Electrical Engineer to maintain the most current electrical drawings. Maintains the electric shop's credit card usage as outlined in the Cal-Card Handbook after consulting with the proper approving personnel. Prepares a monthly report, justification and any other forms in a timely manner as outlined in the Cal-Card Handbook. Attends all required meetings when informed through either email, written correspondence or when verbally directed to do so. Updates the Maximo Enterprise work order system for all work orders on a daily basis (i.e. labor hours, materials, equipment used, and other personnel's time). Requests stocked supplies from the Main Warehouse using the same Maximo system. Requests quotes from vendors for supplies and materials by using the purchase request method, form CDPH 2285. Maintains the shop inventory levels of supplies for such items as conduits, fittings, wires, switches, and cover plates.

Marginal Functions (including percentage of time)

- 5% Assists the Stationary Engineers with troubleshooting emergency generators and other related emergency powered equipment.
- 5% Installs, repairs, and maintains telephone lines, closed circuit TV systems (CCTV), public address systems (PA) and access control systems. Assists with fire alarm panels, heat detectors, smoke detectors and other related Fire, Life and Safety systems when needed.
- 5% Maintains and updates all required credentials when applicable. Performs other job-related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:

Approved By: AV

Date: 9/2024