

**Corning Union High School District  
Job Description**

**JOB TITLE: Maintenance/ Electrician**

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<b>Salary Range:</b>	<b>Classified: Range 30</b>	<b>DEPT./FAMILY:</b>	<b>Custodial/Maintenance</b>
<b>Immediate Supervisor:</b>	<b>Director of MOT</b>	<b>Approved By:</b>	<b>School Board 4/16/26</b>

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**DEFINITION:**

Under the general direction of the Director of MOT, perform a variety of skilled electrical maintenance tasks, including refrigerators, freezers, walk-in boxes, circulation pumps, absorption units, electrical systems, and other related areas. This is a full journey-level position.

**ESSENTIAL FUNCTIONS:**

- Perform a full range of skilled electrical maintenance work involved in the diagnosis, installation, repair, and alteration of electrical equipment, refrigerators, freezers, and walk-in boxes, electrical appliances, including time clocks, air circulation fans, defrost components, condensing units, evaporators, and expansion valves, and lighting and wiring systems.
- Receive work orders; determine work priorities; determine exact specifications of work requested; estimate supplies, materials, and costs of repair.
- Verify proposed electrical circuitry installation for compliance with pertinent codes and regulations; install circuitry in compliance with the National Electrical Code; ensure safety standards are maintained throughout the process.
- Diagnose and troubleshoot electrical wiring and/or lighting problems.
- Diagnose, repair, and maintain electrical components
- Install, bend, and pull electrical conduit, IMC, EMT, and non - metallic conduit; install surface metal raceways, gutters, and floor ducts.
- Perform repairs; identify problems; determine disposition of the electrical systems and appliances; research the manual to determine replacement part(s).
- Check buildings and equipment to locate needed repairs and maintenance; report unsafe conditions to supervisor.
- Maintain records of work performed; maintain records and inventory of materials, supplies, tools, and equipment; prepare and submit reports.
- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties.
- Operate computerized energy management systems; set time schedules, heat/cool settings, and pump operation with the computer.
- Perform tasks in other areas of the maintenance department when needed
- Perform related duties and responsibilities as assigned.

**ENVIRONMENT:**

Work is performed inside and outdoors.

Exposure to noise, vibration, outdoors, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, and weather extremes.

Travel to different sites and locations.

Revised: 3/17/26  
Approved:4/16/26

### **PHYSICAL REQUIREMENTS:**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.

### **REPRESENTATIVE DUTIES:**

- Diagnose and repair all electrical appliances, electrical wiring/lighting problems
- Repair or replace pump motors, timers, and relays
- Analyze motor control circuits, interlocks
- Bend and pull electrical conduit, EMT, non-metallic conduit, metal raceways, gutters, and floor ducts
- Replace ballasts, switches, and light fixtures
- Follow preventative maintenance schedules where appropriate.
- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties, including amp - voltmeter, test light, amprobe, drills, and soldering iron.
- Change air filters
- Troubleshoot and repair electrical systems, controls, and related equipment to maintain a safe and functional school facility.

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

- Practices, methods, techniques, materials, terminology, tools, and equipment used in electrical and related trades at the journey level.
- Occupational hazards and standard safety practices are necessary in the area of maintenance and repair work.
- Complicated mathematical principles.
- Scoreboards and controls for use during games.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Estimate time, materials, and equipment required for assigned jobs.
- Plan and organize work to meet schedules and deadlines.
- Prepare and maintain accurate and complete records.
- Understand and follow oral and written instructions.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Audio/Video Equipment, proper use of cables, speakers, and other equipment used during rallies and shows

### **QUALIFICATIONS:**

- Two years of electrical and related building maintenance trades experience, including related building maintenance trades experience.
- Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance, supplemented by completion of a formal apprenticeship program.
- High School Diploma or equivalent required.

### **LICENSE OR CERTIFICATE REQUIREMENTS:**

Possess a valid Class C California driver's license.

Ability to obtain Refrigerant Handling and Freon Recovery certification within the first year.