

Lead Electrician
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=230785>

Downloaded On: May. 9, 2024 6:04am

Posted Feb. 15, 2024, set to expire Jul. 1, 2024

Job Title Lead Electrician
Department Maintenance & Operations
Institution Mt. San Antonio College
Walnut, California

Date Posted Feb. 15, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

Apply Online Here <https://apptrkr.com/5020852>

Apply By Email

Job Description

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Lead Electrician

Position Number: CM-123-2024

Department: Maintenance & Operations

Job Category:

Time (Percent Time):

Term (months/year):

Current Work Schedule (days, hours): 6:00AM-2:30PM

Salary Range: B-83

Salary: B-83Steps 1 - 6: \$6,595 - \$8,425 monthly

Shift Differential:

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Shift differential eligibility based on the current collective bargaining agreement.

Open Date: 02/13/2024

Initial Screening Date: 03/07/2024

Open Until Filled: Yes

Application Procedure:

First Review of Applications: Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

Health & Welfare:

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.
- The College contributes an annual premium up to the family coverage amount equivalent to Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

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The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

*Note: The District does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

Basic Function/Overview:

DEFINITION: Under general supervision, leads, trains, oversees, and participates in the work of electrical staff responsible for performing skilled work in installing, maintaining, and repairing of electrical fixtures to improve, maintain, and renovate College buildings and facilities.

SUPERVISION RECEIVED & EXERCISED: Receives general supervision from the assigned managerial personnel. Exercises technical and functional supervision over and provides training to assigned electrical staff.

CLASS CHARACTERISTICS: This is the advanced journey-level in the Electrician class series responsible for performing skilled electrical maintenance and repair duties, as well as the most complex duties, to ensure that all College buildings and facilities are maintained in a safe and effective working condition and provide the highest level of safety for College and public use. Responsibilities include performing a wide variety of tasks in the inspection, maintenance, and repair of assigned facilities and systems in a timely manner.

Essential Duties/Major Responsibilities:

1. Provides lead direction, training, and work review and assessment to assigned electrical staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work; provides input into selection decisions.
2. Trains and gives guidance to assigned staff in the proper use of electrical equipment, systems, and supplies; observes safe work methods and makes appropriate use of related safety equipment as required; maintains equipment, supplies, and work areas in good working condition, including securing equipment at the close of the workday.
3. Plans, organizes, and lays out assigned tasks; interprets electrical plans, diagrams, blue prints, sketches, and specifications; works from verbal and written instructions and work orders to install and test electrical systems or equipment; secures price quotations for supplies and repairs, including multiple quotes as necessary per College guidelines.
4. Estimates labor, material, and equipment needed for assigned electrical projects; monitors inventory levels of electrical materials and equipment; orders, receives, and maintains inventory of materials and

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equipment as needed.

5. Oversees and utilizes open material and service accounts; monitors expenditures to ensure compliance within established budget guidelines; communicates discrepancies with the managerial personnel.

6. Oversees outside contractors performing electrical maintenance and repair services to ensure completeness and accuracy.

7. Repairs, installs, tests, services, and maintains electrical systems, including conduit, wiring, light and power circuits, motor appliances, generators, and switches; ensures compliance with building codes applicable to the electrical trade.

8. Operates a variety of specialized equipment, including meters, testers, soldering irons, wire pullers, conduit benders, lifts, drills, and various other hand and power tools; drives a vehicle to perform work.

9. Installs and tests interior and exterior wiring for equipment and appliances; assembles and repairs lighting fixtures, wiring, and controls; installs and repairs sockets, capacitors, bulbs and other lighting parts, wiring, and assemblies; repairs scoreboards and field lighting systems as needed; installs new electrical systems and equipment, including ballasts.

10. May lead, coordinate, and perform tasks on low to medium voltage systems.

11. Performs preventive maintenance on College-wide electrical panels; checks and services circuit breakers, distribution panels, and transformers; replaces parts as needed.

12. Wires new and altered buildings, replaces fuses, and assembles, and repairs lighting fixtures and field lighting systems; troubleshoots electrical problems and investigates and repairs electrical failures.

13. Responds to elevator service calls; inspects and verifies safe and proper operation of electrical systems; requests elevator service mechanics, when required.

14. Installs and maintains electrical systems and equipment, including fire alarms; inspects, tests, and repairs smoke and heat sensors, fire alarms, pulls, and panels to meet applicable standards; requires the ability to promptly respond to emergencies, including fire alarms and power outages.

15. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.

16. Provides a working and learning environment that is free from prohibited discrimination, harassment, and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Assists in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to Human Resources and other appropriate authority as necessary.

17. Performs other related lower classification duties as assigned.

Other Duties:

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Knowledge Of:

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Principles, practices, methods, equipment, materials, and tools used in electrical maintenance and repair of College electrical systems, including applicable electrical codes.
3. Safe application, operation, and maintenance of tools and equipment used in the electrical trade.
4. Medium to high voltage practices and safety.
5. Basic principles and practices of providing technical and functional direction and training to assigned staff.
6. Modern office practices, methods, and computer equipment and applications related to the work.
7. Occupational hazards and safety equipment and practices related to assigned area of responsibility.
8. Standard office practices and procedures, including the use of standard office equipment and basic record-keeping.
9. Safe work practices, including safe driving rules and practices.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities:

1. Inspect the work of assigned staff and maintain established quality control standards.
2. Perform a variety of complex technical tasks related to electrical installation repair and maintenance work.
3. Identify and mitigate safety hazards, code violations, and other electrical issues.
4. Perform basic preventative maintenance of equipment and tools.
5. Read, understand, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
6. Understand and follow instructions.
7. Maintain accurate logs, records, and basic written records of work performed.
8. Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints, and technical regulations.
9. Use math applicable to the electrical trade, ex. basic math, algebra, geometry, trigonometry, and physics.
10. Organize own work, set priorities, and meet critical time deadlines.
11. Communicate effectively.
12. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
13. Review situations accurately and determine appropriate course of action using judgment according

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to established policies and procedures.

14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

1. Equivalent to the completion of the twelfth (12th) grade; and
2. Five (5) full-time equivalent years of experience in journeyman-level electrical maintenance and repair work.

Equivalencies:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in and around College buildings and facilities, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to

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operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbent must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

Hazards:

Conditions of Employment:

The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue,

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Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: employment@mtsac.edu.

DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

LONG DISTANCE TRAVEL FOR INTERVIEWS: Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

Foreign Transcripts:

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

Inquiries/Contact:

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: employment@mtsac.edu

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#)

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to complete and submit your application for this position.

EEO Policy:

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

To apply, visit <https://hrjobs.mtsac.edu/postings/11378>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Mt. San Antonio College

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