

JOB DESCRIPTION



ELECTRICAL UTILITY TECHNICIAN I

DEFINITION

Under general supervision of the Electrical Distribution Engineer to perform work in the installation, testing, maintenance, calibration, repair, and modification of electrical and electronic equipment related to the City's receiving and distribution substations and electronic metering systems.

EXAMPLES OF DUTIES:

These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all encompassing of the duties to be performed under this job title. **(E) Essential Duty; (M) Major Portion of Time**

- Install, inspect, test, and repair CT's and PT circuits on low and high voltage switchgear and substations.
- Evaluate and document equipment testing performed.
- Operate equipment in a safe and efficient manner in a variety of hazardous environments including toxic liquids and gases and high voltages.
- Build and maintain positive working relationships with co-workers, other City employees, and public using principles of good customer service.
- Install, trouble shoot, repair, upgrade, test, and program electromechanical and electronic meters and telecommunication equipment.
- Install maintain, and operate receiving and distribution substations.
- Perform low and high voltage work on live circuits and related equipment.
- Install, test, and provide data interpretation for voltage and current recordings, power quality analyzers, and energy recordings at customer sites.
- Install and maintain various telecommunication equipment to provide supervisory control and data acquisition.
- Perform scheduled preventative maintenance; answer emergency and trouble calls; conduct routine inspections; inspect and approve substation and commercial switch gear and other related equipment.
- Work with high voltage in the construction, commissioning, testing, trouble shooting, and maintenance of substation and switchyard equipment.
- Design, understand, and troubleshoot complicated control and relaying schemes; test, maintain, and troubleshoot all components using computer software.
- Design, install, and maintain various types of telecommunication and supervisory equipment to include SCADA, Junglemix, fiber optic equipment, Ethernet, and phone systems.
- Work flexible hours, overtime, and take on-call duty as needed
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic principles of electrical systems and electrical theory.
- Types of tools, methods, and materials used in electrical work.
- Components and parts used in electronic metering and substations.
- Computer hardware and software.
- Safe work practices.

Ability to:

- Perform maintenance, troubleshoot, and repair work on a variety of electrical and electromechanical and electronic meters and substations.

- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.
- Intermittently sit while studying or preparing reports; bend, squat, climb, kneel, and twist when installing, repairing, and servicing equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 40 pounds or less.
- Understand and interpret written and oral instructions, electrical drawings, blueprints, plans, and wiring diagrams.
- Maintain and repair city SCADA system.
- Install and maintain city communication systems.
- Locate and correct radio interference.
- Set electrical recording devices.
- Use and care for tools and equipment used in maintaining and repairing electrical and electronic devices.
- Work safely under emergency, hazardous conditions, and high voltage environments.
- Assist others in municipal electrical and electronic maintenance and repair duties.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education:

- Equivalent to the completion of the twelfth grade supplemented by specialized training in the electrical or electronics field.
- Employees in this classification shall have the individual choice whether or not to obtain the Rubber Glove training and certification to become eligible for 6% Qualified Rubber Glove Observer incentive pay.

Experience:

One year of experience in the maintenance and repair of electrical equipment and systems related to an electric or service utility, or industrial electrical maintenance.

Necessary Special Requirement:

Possession of a valid Class C California Driver's License.

Residency Requirement:

All members of the Electric Unit shall be expected, within six months of hire, to establish residence allowing response to the Electric Shop within 35 minutes of notification to report.