



Employment Opportunity

ELECTRIC UTILITY TECHNICIAN I or II

(Full-time, 40 hours per week)

Salary Level I: \$5,634—\$6,848 per month

Level II: \$5,684—\$6,909 per month

Deadline to Apply: Open Until Filled

DEFINITION:

Under general supervision, 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.

Electric Utility Technician I — Positions in this class typically have a good foundation in electricity with little or no directly related utility work experience and work under immediate supervision while learning job tasks. This class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Electric Utility Technician II — This is the full journey level class in the Electric Utility Technician series and is distinguished from level I by the ability to perform the full range of duties assigned with only occasional instruction or assistance as usual or unique situations arise. Positions in this class are flexibly staffed.

EXAMPLES OF DUTIES:

These examples are intended only as illustrations of the various types of work performed. 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 CTs and PT circuits on low and high voltage switchgear and substations. (E,M)
- Evaluate and document equipment testing performed. (E,M)
- Operate equipment in a safe and efficient manner in a variety of hazardous environments including toxic liquids and gases and high voltages. (E,M)
- Build and maintain positive working relationships with co-workers, other City employees, and public using principles of good customer service. (E)
- Install, test, trouble shoot, repair, upgrade, and program electromechanical equipment, revenue meters and telecommunication equipment. (E,M)
- Install, maintain, and operate receiving and distribution substations.(E,M)
- Perform work on energized circuits. (E,M)
- Install voltage and current recorders to identify power system problems. (E)
- Install and maintain telecommunication equipment to provide supervisory control and data acquisition. (E)
- Perform scheduled preventative maintenance; answer emergency and trouble calls; conduct routine inspections; inspect and approve substation and commercial switch gear and other related equipment.(E,M)
- Work with high voltage in the construction, commissioning, testing, trouble shooting, and maintenance of substation equipment. (E)
- Design, troubleshoot control and protective relaying schemes and power equipment. (E)
- Design, install, and maintain various types of telecommunication and supervisory equipment to include SCADA, Junglemix, fiber optic equipment, Ethernet, and phone systems. (E)
- Work flexible hours, overtime, and take on-call duty as needed. (E)
- Perform other duties as assigned.

KNOWLEDGE OF:

- Basic electrical theory.
- Principles of electrical control and power systems.
- Tools, methods, and materials used in electrical work.
- Metering and substation protection.
- Computer hardware and software.
- Safe work practices.
- Computer controlled test equipment.
- Lockout/tagout of low and high voltage and stored energy systems.
- Complex principles of electrical and electronic repair, maintenance, and system design.
- Principles, materials, installation methods, testing, maintenance and equipment operation used in distribution systems.

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, schematics, plans, and wiring diagrams.
- Maintain and repair city SCADA system.
- Install and maintain city communication systems.
- Install and analyze 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.
- Troubleshoot and repair a wide variety of electrical and electronic equipment and devices.
- Interpret data from voltage and current recordings.
- Follow manufacturer instructions for maintenance and testing.

EDUCATION:

- Equivalent to the completion of the twelfth grade supplemented by specialized training in the electrical, electronics, or related 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:

- Level I: One year experience in the maintenance, repair and testing of high voltage control and power equipment.
- Level II: Two years of experience in the maintenance, repair and testing of high voltage control and power equipment.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Class C California Driver license.
- 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.

BENEFITS:

<i>Retirement</i>	CalPERS “Classic” members: 2.7%@55 with employee contributing 8% of pre-tax salary. “New” members: 2%@62 with employee contributing 6.75% of salary. The City of Ukiah does not contribute to Social Security.
<i>Medical</i>	The City provides a health insurance contribution of up to \$1,283.82 per month.
<i>Vacation, Sick & Personal Leave, Holidays</i>	<i>Vacation Leave</i> is accrued at 104 hours per year and increases with City service. <i>Personal Leave</i> is provided at 24 hours per fiscal year. <i>Sick Leave</i> is accrued at 96 hours per year with no limit. The City pays for 13 fixed <i>holidays</i> per year, in addition to 1 floating <i>holiday</i> .
<i>Life Insurance</i>	The City pays the premium on a \$10,000 life insurance policy for eligible employees.
<i>Career Step Pay</i>	Employee receives an additional 1% of base pay after 7 years; 2% after 14 years; 2% after 21 years.
<i>Rubber Glove Cert Pay</i>	6% of base salary.
<i>Other Benefits</i>	Other benefits include City-paid membership in an Employee Assistance Program (EAP) for employee and eligible dependents; optional participation in supplemental health coverages through AFLAC, optional participation in pre-taxed Unreimbursed Medical and Dependent Care Assistance programs; optional participation in REACH and CALSTAR; and optional participation in Employee Credit Union and Deferred Compensation 457 Savings Plans.

APPLICATION PROCESS:

Applications are available at the City of Ukiah, 300 Seminary Avenue, Ukiah, CA, (707) 463-6272 or they may be downloaded at www.cityofukiah.com/jobs. Applications must be filled out completely and received by the Human Resources Department at 5:00 p.m. on the final filing date. Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. This process may include a variety of techniques designed to test applicants’ knowledge, skills and abilities to perform the duties and responsibilities of the job. An Eligibility list will be established by ranking candidates by their overall score and a selection will be made from the candidates on this list. All employment offers are subject to a City-paid physical examination and a thorough reference and background check.

CITY OF UKIAH CORE VALUES

PROFESSIONALISM

We demonstrate professionalism through proficiency, reliability, and our drive to make opportunities happen.

SERVICE

We inspire confidence in our organization and our team members by consistently providing exceptional service.

TEAMWORK

We believe in creating an environment that fosters teamwork and processes that support equal opportunity, collaboration, and commitment to common goals.

INNOVATION

We work to discover practical solutions, challenge prevailing assumptions, and create new ideas that prove useful.

SAFETY

We strive to keep our community and our workplace safe and healthy.

In accordance with the Immigration Reform Act of 1986, the City must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.

In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (707) 463-6244 so your request may be reviewed prior to the occurrence of the test.

Application materials are available from:

City of Ukiah - Human Resources
 300 Seminary Ave
 Ukiah, CA 95482
 Phone: (707) 463-6272
www.cityofukiah.com/jobs

FINAL FILING DATE: Open Until Filled

The City of Ukiah is an Equal Opportunity Employer committed to building a diverse workforce.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked.