

ELECTRIC UTILITY TECHNICIAN I

METERING

SALARY: \$7,230 to \$10,174 monthly (26 pay periods annually)

FINAL FILING DATE: We are accepting the **first 100 qualified applications** or closing at 5:00 pm, September 27, 2018; **whichever occurs first.**

WRITTEN TEST: Tentatively scheduled for October 16, 2018

IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.

THE POSITION

The Human Resources Department is accepting applications for the regular and full-Time position of Electric Utility Technician I in the Electric Department. The current vacancy is in Metering. The normal work schedule is Monday through Friday, 6:00 am –3:30 pm; a flex schedule may be available.

The City of Roseville promotes a no smoking atmosphere.

DEFINITION

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.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from an assigned supervisor; and may receive technical supervision from an Electric Utility Technician II.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- 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 the public using principles of good customer service.
- Perform related duties as assigned

When assigned to **Metering**:

- Install, troubleshoot, 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.

When assigned to **Substations**:

- Work in high voltage electric Substations in the construction, commissioning, testing, trouble shooting , maintenance and operation of substation and switchyard equipment which includes power transformers, 60 kv breakers, 12 kv breakers and associated 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.

MINIMUM QUALIFICATIONS

Knowledge of:

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

Ability to:

- Perform maintenance, troubleshoot and repair work on a wide 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.
- 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.

Experience and Training

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.

Training:

- Equivalent to the completion of the twelfth grade GED, or higher level degree, supplemented by specialized training in electrical or an electronics field.

License or Certificate

- Possession of a valid California driver's license by date of appointment.

SUPPLEMENTAL QUESTIONNAIRE

1. Your responses to questions 2-6, the applicant's education, training and experience, will be scored using a pre-determined formula. Your responses to these questions must be consistent with your employment application information. This experience must also be described in the "Work Experience" section of this application. Responses to the supplemental questionnaire that are inconsistent from your "Work Experience" section in the application will not be scored. I understand and agree with the above instructions.
 Yes
 No
2. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.
3. How many years of experience do you have in the maintenance and repair of electrical equipment and systems related to an electric or service utility, or industrial electrical maintenance?
 Less than 1 year
 1-3 Years
 3+ Years
4. Please describe any IT experience you have in relation to utility or revenue metering.
5. Please describe your experience in asset management.
6. Please list any specialized training you have had in electrical or an electronics field. Please attach verification documentation of this specialized training to your application.

SELECTION PROCESS

Applications will be screened and those applicants meeting the minimum qualifications will be invited to a written exam (pass/fail). Candidates receiving a passing score will have their Supplemental Questionnaire scored in the Formula Rate Examination. Based upon responses to the supplemental application questions 1-4, the applicant's responses will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions 4-6 will be utilized by the department hiring authority to make interview and selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.