



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Reorganization of Electric Utility Department

MEETING DATE: March 20, 1991

PREPARED BY: Joanne Narloch, Personnel Director

RECOMMENDED ACTION: Adopt attached resolutions to approve the reorganization of the Electric Utility Department as following:

- 1) Establishing new classifications, job specifications, and salaries for Electric Utility Supervisor, Electric Apparatus Mechanic, and Electric Data Technician/Relief Operator;
- 2) Reclassifications and salaries from Electric Load Dispatcher to Utility Operations Supervisor, and from Senior Electrical Technician to Electric Systems Supervisor;
- 3) Title changes and specification revisions of Electric Troublemaker to Electric Troubleshooter, Electric Foreman to Electric Foreman/Forewoman, Electric Lineman to Electric Lineman/Linewoman;
- 4) Specification revision for Electric Utility Superintendent and Utility Service Operator I/II.

BACKGROUND INFORMATION: The Electric Utility Department has been and is currently undergoing significant technical changes and growth creating the need for greater differentiation of its tasks among existing classifications, and the establishment of new ones, including the establishment of a mid-management level in its organizational structure. The Department is also making an effort to reduce gender bias in its workforce by changing job titles.

Based on a review of our comparable Electric Utilities, it is recommended that the following salary ranges be established for the new positions:

Electric Utility Supervisor				
A	B	C	D	E
3637.59	3819.46	4010.43	4210.96	4421.50

APPROVED: _____

Thomas A. Peterson

THOMAS A. PETERSON
City Manager



Electric Apparatus Mechanic				
A	B	C	D	E
2699.09	2834.04	2976.18	3125.25	3281.25

Electric Data Technician/Relief Operator				
A	B	C	D	E
3047.25	3199.78	3359.25	3527.39	3702.46

Utility Operations Supervisor				
A	B	C	D	E
3637.59	3819.46	4010.43	4210.96	4421.50

Electric Systems Supervisor				
A	B	C	D	E
3637.59	3819.46	4010.43	4210.96	4421.50

The Electric Systems Supervisor and Utility Operations Supervisor, and Electric Utility Supervisor will be mid-management level positions.

The new classifications, Electric Data Technician/Relief Operator and Electric Apparatus Mechanic, will be represented by the IBEW Electric Utility unit.

FUNDING: Budgeted in Electric Utility Department for FY 90-91.

Joanne M. Narloch
Personnel Director

*Joanne Narloch
M.R.O.*

JMN/la

COUNCO03/TXTA.04P

RESOLUTION NO. 91-49

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE NEW CLASS SPECIFICATIONS
AND SALARY RANGE FOR ELECTRIC UTILITY SUPERVISOR

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RESOLVED, that the Lodi City Council does hereby approve the new class specifications for Electric Utility Supervisor as shown on Exhibit A attached hereto; and

RESOLVED, that said classification shall be a mid-management level position; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective March 20, 1991:

Electric Utility Supervisor				
A	B	C	D	E
3637.59	3819.46	4010.43	4210.96	4421.50

Dated: March 20, 1991

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I hereby certify that Resolution No. 91-49 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 1991 by the following vote:

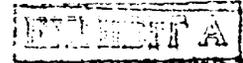
Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None

Alice M. Reimche
Alice M. Reimche
City Clerk

91-49

ELECTRIC UTILITY SUPERVISORDEFINITION:

Under general direction, assigns and supervises the daily activities of the Transmission/Distribution Systems of the Construction and Maintenance Division in the Electric Utility Department. Provides administrative direction and technical assistance and training to division staff, and does related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory level position assisting the Electric Utility Superintendent in the daily operation of the Transmission/Distribution Systems. The Electric Utility Supervisor is distinguished from the Electric Troubleshooter, Electric Lineman/Linewoman and Electric Foreman/Forewoman classes in that the incumbent must possess a thorough technical knowledge of rules, regulations, and practices associated with high voltage overhead and underground electrical systems' construction and maintenance as well as supervise and coordinate the work of subordinates. It is distinguished from the Electric Utility Superintendent in that the Supervisor is responsible for the implementation of daily field operations, and the Superintendent is responsible for the Division's overall planning, training, and organization.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Electric Utility Superintendent. Supervises Electric Troubleshooter, Electric Lineman/Linewoman and Electric Foreman/Forewoman classifications and others as assigned.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Coordinates works assignments with other City and Department's supervisory staff.
- Manages and coordinates the construction, maintenance and troubleshooting functions of the Department.
- Reviews jobs and job sites prior to crew assignments.
- Coordinates the availability of supplies and materials.
- Inspects job sites during construction.
- Arranges and plans system outages with customers and other agencies.
- Coordinates system switching and verifies switching procedures for system outages.
- Coordinates field work with other utilities, developers, customers and contractors.
- Acts as coordinator between the Engineering and General Construction and Maintenance Divisions to resolve field problems arising during construction.
- Inspects jobs after construction for conformance with plans, specifications, rules and regulations.
- Responds to complaints from customers.
- Inspects the distribution and transmission systems for deteriorating conditions and implements appropriate corrective action.
- Monitors and schedules tree trimming activities.
- Assists in preparation of safety, training and other staff meetings.
- Directs, trains, and evaluates division personnel.
- Assists in developing training material including work, safety and operational procedures.
- Acts on behalf of the Electric Utility Superintendent in his/her absence.
- Maintains records and logs.
- Participates in budget preparation.

EXAMPLES OF DUTIES (continued):

Implements the Division's policies, procedures, and practices.
Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials and tools used in the construction and maintenance of overhead and underground electric distribution, transmission and streetlighting systems.

Pertinent laws, codes and safety rules governing electrical construction/maintenance work including G.O. 95 and 128.

Principles of supervision, training, and performance evaluation.

Safe work practices and procedures.

Record keeping and reporting procedures.

Ability to:

Plan, organize and supervise the day-to-day activities of the Transmission/Distribution Systems in the General Construction and Maintenance Division.

Work independently.

Supervise, train and evaluate subordinates.

Maintain and prepare accurate work and operational records.

Communicate clearly and concisely.

Prepare clear, concise and complete technical documents, reports and correspondence.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Attainment of journey level status through apprentice training as an Electric Lineman/Linewoman, and three (3) years of experience in this status, two (2) years of which were in a lead (foreman/forewoman) capacity.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

JOBSPE63/TXTA.04P/REC.DIR

RESOLUTION NO. 91-50

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE NEW CLASS SPECIFICATIONS
AND SALARY RANGE FOR ELECTRIC APPARATUS MECHANIC

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RESOLVED, that the Lodi City Council does hereby approve the new classification and job specifications for Electric Apparatus Mechanic as shown on Exhibit A attached hereto; and

RESOLVED, that said classification shall be represented by the IBEW Electric Utility unit; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective March 20, 1991:

Electric Apparatus Mechanic				
A	B	C	D	E
2699.09	2834.04	2976.18	3125.25	3281.25

Dated: March 20, 1991

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I hereby certify that Resolution No. 91-50 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None

Alice M. Reimche
Alice M. Reimche
City Clerk

ELECTRIC APPARATUS MECHANIC

EXEMPT A

DEFINITION:

Under general direction, performs skilled mechanical work in the testing, maintenance, and repair of electric power system components and tools; monitors and maintains tools and equipment in tool room; maintains housekeeping within shop and yard and does related work as required.

DISTINGUISHING CHARACTERISTICS:

This position is expected to work independently to test, repair, and distribute power system components, tools, and equipment for electric field crews. It is distinguished from the Electric Troubleshooter and Electric Lineman/Linewoman and Electric Foreman/Forewoman classes in that duties are performed on new and used tools, equipment and electric apparatus in preparation for use and installation by field crews, and assists in training electric utility personnel in the care and operation of tools and equipment.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Electric Utility Superintendent, or designee.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Specifies, tests, and exchanges safety tools and equipment. Develops and implements preventative maintenance programs for tools and equipment including safety equipment.
- Prepares and writes reports and specifications on tools and equipment for purchase, repair, and replacement.
- Maintains tool, equipment, and shop area in an organized and clean condition.
- Inspects, tests, and verifies performance data of new transformers and other equipment upon receipt.
- Inspects, tests, repairs and maintains used transformers and equipment returned from service.
- Connects transformers for installation in banks.
- Prepares transformers and other equipment and material for salvage value and return reusable to stock.
- Monitors and controls the flow of tools in and out of tool room.
- Cleans, tests, repairs and maintains tools and test equipment, including hydraulic and electric.
- Specifies new and replacement tools and equipment.
- Maintains hazardous material clean-up kits and equipment.
- Maintains exempt material room.
- Maintains supply of spare parts.
- Maintains tool and equipment catalogs, parts and repair manuals and operator instructions.
- Prepares and maintains tool and equipment test and maintenance records and inventory.
- Performs truck tool testing and inventory.
- Operates crane, forklift and backhoe.
- Assists in training other employees in the use of various tools and equipment.

MINIMUM QUALIFICATIONS

Knowledge of:

Safe work practices when working in a high voltage electrical environment, including first aid and Cardiopulmonary Resuscitation (CPR).
Fundamentals of mechanical, hydraulic, and electrical equipment and operations.
Equipment used in the repair and testing of electrical, mechanical, and hydraulic tools and equipment.
General tools, equipment and material used in the electrical utility industry.
Connection procedures for transformers and other electrical utility devices in preparation for installation.
Principles of electrical theory in the electric utility industry.

Ability to:

Write reports, procedures, and tool and equipment specifications.
Perform electrical connections.
Use precision instruments and testing equipment - electrical and hydraulic - in the testing of electrical and mechanical apparatus and equipment to obtain specified performance.
Maintain inventory records and catalogs.
Troubleshoot mechanical, hydraulic, and electrical machinery, tools and equipment.
Organize and classify information, tools and equipment.
Maintain and establish effective working relationships with those contacted in the course of work.
Use and maintain various hand and power tools, and large equipment.
Give verbal and written directions to others in the use of various tools and equipment.
Learn proper handling of hazardous materials.
Learn the operation of heavy equipment.
Learn the use and operation of welding equipment and materials.
Monitor the flow of tools in and out of tool room.
Maintain good housekeeping within shop and in the yard.
Work independently.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Three (3) years of experience in an apprentice program for Electrician and/or Electric Lineman/Linewoman

or

Three (3) years of relevant experience including transformer and hydraulic tools theory, maintenance and repair.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles. Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.

JOBSPE56/TXTA.04P/REC.DIR

RESOLUTION NO. 91-51

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE NEW CLASS SPECIFICATIONS
AND SALARY RANGE FOR ELECTRIC DATA TECHNICIAN/RELIEF OPERATOR

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RESOLVED, that the Lodi City Council does hereby approve the new class specifications for Electric Data Technician/Relief Operator as shown on Exhibit A attached hereto; and

RESOLVED, that said classification shall be represented by the IBEW Electric Utility unit; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective March 20, 1991:

Electric Data Technician/Relief Operator				
A	B	C	D	E
3047.25	3199.78	3359.25	3527.39	3702.46

Dated: March 20, 1991

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I hereby certify that Resolution No. 91-51 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk

ELECTRIC DATA TECHNICIAN/RELIEF OPERATOR**EXHIBIT A**DEFINITION:

Under direction, develops, maintains and audits system maps, schematics, diagrams and databases; field checks facilities to verify the accuracy of records; operates computers and peripheral equipment in areas of record keeping, graphics and mapping. Monitors, controls and takes charge of the City's electric and water distribution system as relief on any assigned shift; directs field switching operations; operates computer-based control systems; receives emergency calls; dispatches appropriate personnel and does related work as required.

DISTINGUISHING CHARACTERISTICS:

This position is a journey level position performing skilled tasks with a minimum of direct supervision. This position is distinguished from the Utility Service Operator series in that it is expected to collect, organize, verify and manage the Department's data and records system relating to maps, schematics, diagrams and associated databases, as well as provide relief for Utility Service Operators on any shift.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from the Utility Operations Supervisor. Coordinates work schedules with other supervisory staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Develops, maintains, and audits system maps, schematics, diagrams and databases.
- Field checks facilities to verify accuracy of records.
- Operates computers and peripheral equipment in the areas of record keeping, graphics, mapping, and operations.
- Operates reproduction equipment.
- Operates mobile radio system.
- Monitors, and operates the City's electric and water distribution systems.
- Operates SCADA system.
- Prepares switching programs, interruption reports, daily operational reports, etc.
- Receives emergency calls and dispatches appropriate personnel.
- Develops, monitors, and dispatches switching instructions for both field and substation switching.
- Develops switching procedures for emergency service restoration.
- Maintains system dispatch maps current.
- Maintains various logs and records on facility operations.
- Performs general cleaning and maintenance work in order to keep facilities in a clean and orderly condition.
- Assists in training other operators.

MINIMUM QUALIFICATIONSKnowledge of:

Methods, electric utility maps, schematics, diagrams, and databases, materials and equipment used in the construction maintenance and operation and control of electric and water distribution systems. Computers, peripheral equipment and software as applied to records and information systems.

MINIMUM QUALIFICATIONS (continued)

Knowledge of:

Safe work practices and procedures.
English usage, spelling, grammar and vocabulary.

Ability to:

Develop, maintain and audit system maps, schematics, diagrams and databases.
Develop records and databases from work order drawings and notes and sketches.
Field check distribution system facilities to verify the accuracy of existing records, drawings and sketches.
Operate computers and peripheral equipment in areas of record keeping, graphics and mapping.
Maintain good housekeeping in and around the work area.
Develop, carry out and take charge of switching procedures for the City's electric and water system.
Respond quickly in emergencies, and judge situations accurately.
Dispatch appropriate personnel under normal and emergency situations.
Read and interpret various diagrams, devices and computer generated data.
Maintain accurate records, maps and status board and prepare reports.
Establish and maintain cooperative working relationships.
Effectively communicate via radio, telephone and in writing with other employees, agencies and the general public.
Maintain professional and courteous demeanor in emergency and other work situations under adverse conditions.
Follow oral and written directions.
Speak clearly and decisively.
Work independently.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

One year of experience as a primary operator in electrical utility operations and dispatch; experience in computer-based record keeping, graphics, database, and mapping.

RESPONSE REQUIREMENT

Must be able to meet a 20-minute response requirement.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

JOBSPE58/TXTA.04P/REC.DIR

RESOLUTION NO. 91-52

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE RECLASSIFICATION AND SALARY OF ELECTRIC LOAD DISPATCHER
TO UTILITY OPERATIONS SUPERVISOR

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RESOLVED, that the Lodi City Council does hereby approve the reclassification of Electric Load Dispatcher to Utility Operations Supervisor, as shown on Exhibit A attached hereto; and

RESOLVED, that said classification shall be a mid-management level position; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective March 20, 1991:

Utility Operations Supervisor				
A	B	C	D	E
3637.59	3819.46	4010.43	4210.96	4421.50

Dated: March 20, 1991

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I hereby certify that Resolution No. 91-52 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None

Alice M. Reimche
Alice M. Reimche
City Clerk

91-52

UTILITY OPERATIONS SUPERVISOR**EXHIBIT A**DEFINITION:

Under general direction, supervises, plans, and directs the activities of the Utility Operations Division. Programs and maintains computer-based records and SCADA systems. Provides administrative direction and technical assistance and training to division staff, and does related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory level position responsible for the operation and control of the electric and water utility system. The Utility Operations Supervisor is distinguished from Operations staff by the extent of technical and working knowledge of electric and water utility systems, their components, devices and functions, including computer-based SCADA, data, records, and mapping system operation, programming and troubleshooting, and the application and operation of personal computers.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Assistant Electric Utility Director or designee.

Supervises Utility Service Operators and Electric Data Technician/Relief Operator and others as assigned.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Coordinates systems' configuration with the Electrical Engineering and Public Works Department supervisors.
- Coordinates switching schedules with the Electric Utility Supervisor.
- Assumes responsibility for operation of the electric and water utility plant.
- Manages the development and issuance of switching orders and clearances in accordance with established procedures.
- Programs and maintains SCADA system software and custom displays.
- Develops applications software.
- Performs first-degree maintenance on supervisory and control equipment.
- Directs and monitors the development and maintenance of maps, schematics, diagrams and databases.
- Manages the preparation of reports regarding electric and water system operations.
- Analyzes electrical and water data to redistribute systems to affect economics.
- Responsible for ensuring effective operation of radio telephone transmitting and receiving equipment.
- Coordinates service on the Department's mobile radio telephone equipment and maintains appropriate logs.
- Evaluates relay, breaker, and fuse operations and takes proper remedial action.
- Reviews and verifies data on interruption reports.
- Assists in developing safety practices for the protection of personnel.
- Trains, supervises, manages, and evaluates operating and technical personnel.
- Coordinates shift schedules and approves timecards.
- Participates in budget preparation.
- Implements the Division's policies, procedures, and practices.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of the operation of electric distribution systems, and water production systems.
Electrical switching procedures and practices and electrical switching equipment.
Potential hazards involved to life and property resulting from switching operations.
Principles of supervision, training, and performance evaluation.
Safe work practices.
Record keeping and reporting procedures.

Ability to:

Plan, organize and manage the day-to-day activities of the Operations/Data-Records Division.
Work independently.
Prepare operating procedures and policies and develop standard safety practices.
Train and evaluate personnel in operating and technical applications and procedures.
Make electrical calculations both single and three-phase and other related arithmetical calculations.
Maintain work and operations records and prepare technical reports.
Program and maintain a computer-based SCADA system.
Develop applications of computer software for various Division functions and reports.
Implement, develop and maintain computer-aided data, records and mapping systems.
Read and interpret gauges, charts, instruments and other measuring devices and recognize unsatisfactory conditions.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Learn, understand, and implement the operations and procedures of the Electric Utility, in conjunction with those of various City departments such as Public Works, Police, and Fire.
Prepare clear, concise and complete technical documents, reports and correspondence.
Communicate clearly and concisely.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school supplemented with computer programming courses.

Experience:

Three (3) years experience as an electrical distribution substation operator including the operation and programming of personal computers and computer-based control systems, with progressively responsible work in the area of system operation, two (2) years of which were in a lead capacity.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

JOBSPE62/TXTA.04P/REC.DIR

RESOLUTION NO. 91-53

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE RECLASSIFICATION OF SENIOR ELECTRICAL TECHNICIAN
TO ELECTRIC SYSTEMS SUPERVISOR

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RESOLVED, that the Lodi City Council does hereby approve the reclassification of Senior Electrical Technician to Electric Systems Supervisor, as shown on Exhibit A attached hereto; and

FURTHER RESOLVED, that said classification shall be a mid-management level position; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective March 20, 1991:

Electric Systems Supervisor				
A	B	C	D	E
3637.59	3819.46	4010.43	4210.96	4421.50

Dated: March 20, 1991

=====

I hereby certify that Resolution No. 91-53 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk

91-53

ELECTRIC SYSTEMS SUPERVISOR**EXHIBIT A**DEFINITION:

Under general direction, assigns and supervises the activities of the Electric Systems of the Construction and Maintenance Division of the Electric Utility Department. Provides administrative direction and technical assistance and training to division staff, and does related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory level position directly responsible for the activities of the Electric Systems. The Electric Systems Supervisor is distinguished from the Electrical Technician and Electrician in that the incumbent must possess a thorough technical and working knowledge of power substations, municipal electric systems, traffic signal systems and building electric facilities, their components, devices and functions including computer and computer-based SCADA, telemetry, test and process control equipment.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Electric Utility Superintendent or designee. Supervises Electrical Technician, Electrician and others as assigned.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Coordinates assignments with Public Works and other Departments' supervisors.
- Directs and coordinates the construction, maintenance, troubleshooting and operation of power substations.
- Manages and coordinates the power and control systems of water/wastewater facilities, storm pumping facilities, building electric facilities and traffic signal systems.
- Coordinates and schedules all phases of construction, maintenance and troubleshooting work requested by other City departments on electric systems.
- Performs pre- and post-inspections of electrical construction and maintenance tasks.
- Specifies special materials and equipment needed for all phases of electrical work within the city.
- Reviews and comments on plans and specifications submitted by contractors and consultant engineer.
- Participates in the design of electrical systems for power substations and municipal facilities.
- Develops and maintains preventive maintenance programs and records.
- Directs, trains, and evaluates combustion turbine generator operating personnel.
- Directs, trains, and evaluates technical staff in the maintenance, calibration, troubleshooting and repair of power substation equipment, municipal electric facilities, SCADA systems, process control and instrumentation devices and other computer and electronic-based systems.

EXAMPLES OF DUTIES (Continued):

Interacts with customers when solving power quality problems.
Participates in budget preparation.
Implements the Division's policies, procedures, and practices.
Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Fundamentals of electrical theory, including solid state circuitry.
Methods, materials, and tools used in construction, maintenance and repair of power substations, transformers, circuit breakers, protective relays and devices, SCADA systems, motor controllers, process control and instrumentation devices, traffic signal systems and solid state and micro-processor systems.
Instrumentation, specialized testing equipment and precision tools.
Electrical codes, laws, and safety rules associated with power substation and other high and medium voltage work.
Principles of supervision, training, and performance evaluation.
Safe work practices and procedures.
Record keeping and reporting procedures.

Ability to:

Plan, organize and supervise the day-to-day activities of the Electric Systems Division.
Work independently.
Supervise, train and evaluate subordinates.
Maintain work and operational records and prepare technical reports.
Participate with various City departments and outside agencies in the planning and design of electric facilities.
Establish and maintain effective working relationships with those contacted in the course of work.
Prepare clear, concise and complete technical documents, reports and correspondence.
Communicate clearly and concisely.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Attainment of journey level status through apprentice training as an Apprentice Electrician (usually 48 month's experience), and, three (3) years of experience at journey level Electrical Technician or Electrician status which includes the construction, maintenance, troubleshooting and repair of power substations and municipal electric systems, two (2) years of which were in a lead capacity.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

JOBSPE61/TXTA.04P/REC.DIR

RESOLUTION NO. 91-54

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING TITLE CHANGE AND REVISED CLASS SPECIFICATIONS
OF ELECTRIC TROUBLEMAN TO ELECTRIC TROUBLESHOOTER

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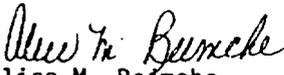
RESOLVED, that the Lodi City Council does hereby approve the title change and revised class specifications of Electric Troubleman to Electric Troubleshooter, as shown on Exhibit A attached hereto.

Dated: March 20, 1991

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I hereby certify that Resolution No. 91-54 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 1991 by the following vote:

- Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)
- Noes: Council Members - None
- Absent: Council Members - None


Alice M. Reimche
City Clerk

ELECTRIC TROUBLESHOOTER**EXHIBIT A**DEFINITION:

Under general direction performs skilled work in troubleshooting electric distribution systems. Installs and maintains services and lighting systems; locates underground facilities; supervises Electric Lineman/Linewoman as assigned; performs various record keeping tasks and does related work as required.

DISTINGUISHING CHARACTERISTICS:

The class of Electric Troubleshooter is distinguished from the lower class of Electric Lineman/Linewoman in that this position works independently with limited supervision and may provide supervision of an Electric Lineman/Linewoman, or others, as assigned. The Electric Troubleshooter is expected to possess thorough working understanding of and the skills necessary to troubleshoot electric distribution systems as well as the ability to maintain records and organize the work day, in addition to knowledge of rules, regulations and safety practices. This position extensively interacts with the general public and customers under various conditions and is expected to perform in a most courteous and professional manner even under adverse conditions. This position may work a staggered schedule, including Saturday, and is on a rotational standby duty (one week periods) for after-hours call back work.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Electric Utility Superintendent or designee. Exercises supervision of Electric Lineman/Linewoman or others, as assigned.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- First line troubleshooting of electric system.
- Diagnoses, locates, and clears trouble on primary and secondary overhead and underground lines and streetlighting systems.
- Participates in switching operations of the system and obtains loading data for system studies.
- Runs new services from poles, transformers or service boxes to customer facilities; connects and disconnects services, troubleshoots and tests individual customer services.
- Installs electric meters at new customer locations.
- Installs underground service conduits.
- Performs streetlighting and dusk-to-dawn lighting repair, maintenance and installation.
- Locates underground facilities per "USA" requests.
- Performs many of the above functions on energized systems utilizing appropriate tools and techniques.
- Maintains tools and equipment in a clean and workable condition.
- Inspects overhead and underground systems for conformance to state electrical safety orders (G.O. 95 & 128), and other applicable rules and regulations.
- Performs a wide variety of record keeping tasks, such as meter set records, service orders, material records, temporary service records, etc., and prepares time cards.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in construction, maintenance and troubleshooting of overhead and underground electric distribution and transmission systems.
Principles of electrical theory as applied to power systems.
Transformer and other equipment connections for various applications.
Applicable electrical codes and regulations, such as State electrical safety orders (e.g. G.O. 95 and 128), National Electric Code, etc.
Necessary precautions in working high-voltage lines.
Safe work practices and procedures including first aid and cardiopulmonary resuscitation (CPR).
City rules, regulations, construction specifications and operating practices.

Ability to:

Climb poles and use aerial buckets in confined areas among energized overhead lines and equipment at a considerable distance above ground.
Work with energized underground 15-kv materials and methods.
Work proficiently with hot-line tools, i.e. sticks under energized conditions on both 15-kv overhead and underground systems.
Use good judgment and take effective courses of action in emergencies.
Analyze an electrical problem, and develop and implement a series of steps that will lead to a successful resolution.
Work without direct supervision.
Maintain accurate and precise records in legible handwriting.
Deal tactfully in an effective and courteous manner with the general public and other employees.
Establish and maintain a cooperative working relationship with other employees and the general public.
Read and interpret plans and written instructions.
Supervise the work of Electric Linemen/Linewomen or others, as assigned.
Maintain good housekeeping in and around the work site.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Possession of journey level Electric Lineman/Linewoman status granted through the I.B.E.W. or equivalent, and two (2) years of relevant experience in this status.

RESPONSE REQUIREMENT

Must be able to meet a 20-minute response requirement.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles. Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.

JOBSPE57/TXTA.04P/REC.DIR

RESOLUTION NO. 91-55

=====

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING TITLE CHANGE AND REVISED CLASS SPECIFICATIONS
OF ELECTRIC FOREMAN TO ELECTRIC FOREMAN/FOREWOMAN

=====

RESOLVED, that the Lodi City Council does hereby approve the title change and revised class specifications of Electric Foreman to Electric Foreman/Forewoman, as shown on Exhibit A attached hereto.

Dated: March 20, 1991

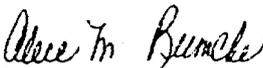
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I hereby certify that Resolution No. 91-55 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk

ELECTRIC FOREMAN/FOREWOMAN**EXHIBIT A**DEFINITION:

Under general direction, supervises and performs skilled work in the construction, maintenance and repair of overhead and underground electric distribution and transmission lines, and does related work as required.

DISTINGUISHING CHARACTERISTICS:

The class of Electric Foreman/Forewoman is distinguished from the next lower class of Electric Lineman/Linewoman in that it is a lead position and is directly responsible for the action and performance of the entire crew. The Electric Foreman/Forewoman is expected to possess thorough technical and working knowledge of construction and maintenance procedures utilized on electric distribution and transmission systems including components, devices and functions as well as rules, regulations and safety practices. This position is subject to emergency call back for after-hours work.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Electric Utility Superintendent or designee. Exercises direct supervision over Electric Linemen/linewomen and others, as assigned.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Monitors, directs, and participates in all the duties of Electric Lineman/Linewoman.

Plans the work of the crew, conducts tailboard briefings, makes arrangements for material, maintains all records such as material and time, arranges for clearances, and verifies switching programs.

Promotes safety practices and maintains good housekeeping, e.g. general cleanliness of worksites, vehicles and equipment and assures that proper tools are available and in working order.

Trains and instructs Electric Linemen/linewomen in new methods and procedures and assures that City and Department policies are implemented.

MINIMUM QUALIFICATIONSKnowledge of:

Methods, materials and equipment used in the construction and maintenance of overhead and underground electric distribution and transmission systems.

Principles of electrical theory as applied to power systems.

Transformer and other equipment connections for various applications.

Applicable electrical codes such as State electrical safety orders (e.g. G.O. 95 & 128).

Necessary precautions in working with high voltage lines.

Fundamental safety regulations, first aid and methods of applying resuscitation.

City rules, regulations, construction specifications and operating practices.

Ability to:

Climb poles and use aerial buckets in confined areas among energized overhead lines and equipment at a considerable distance above ground. Work with energized underground 15-kv materials and methods. Work proficiently with hot line tools, (i.e. sticks) under energized conditions on both 15-kv overhead and underground systems. Supervise the work of others. Meet the public and establish cooperative working relationships. Keep time and material records. Read and interpret plans and written instructions.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Possession of journey level Electric Lineman/Linewoman status granted through the I.B.E.W., or equivalent, and a minimum of two (2) years of relevant experience in this status.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles. Prior to permanent appointment, the appropriate commercial Driver's License with endorsements as mandated by the State of California Commercial Vehicle Code.

JOBSPE60/TXTA.04P/REC.DIR

RESOLUTION NO. 91-56

=====

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING TITLE CHANGE AND REVISED CLASS SPECIFICATIONS
OF ELECTRIC LINEMAN TO ELECTRIC LINEMAN/LINEWOMAN

=====

RESOLVED, that the Lodi City Council does hereby approve the title change and revised class specifications of Electric Lineman to Electric Lineman/Linewoman, as shown on Exhibit A attached hereto.

Dated: March 20, 1991

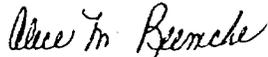
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I hereby certify that Resolution No. 91-56 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk

ELECTRIC LINEMAN/LINEWOMAN

DEFINITION:

Under direction, performs skilled work in the construction, maintenance and repair of overhead and underground electric distribution and transmission lines and does related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a journey level class position. Positions in this class perform skilled tasks under supervision, but may work independently. This position is subject to emergency call back for after-hours work.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Electric Foreman/Forewoman or from other supervisors as conditions require. May supervise other Electric Linemen/linewomen.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Constructs and maintains overhead and underground distribution circuits, subtransmission circuits and substations.
- Installs and connects equipment on lines such as transformers, switches, cutouts, capacitors, lightning arresters, streetlights, etc.
- Installs poles, anchors, crossarms, insulators and strings wire.
- Installs vaults, conduits and pulls conductor.
- Terminates cable systems on poles, transformers, switching equipment and in vaults.
- Installs distribution substation equipment such as transformers, circuit breakers, disconnects, buswork, etc.
- Runs new services from poles or service boxes to customer facilities.
- Connects and disconnects services.
- Troubleshoots and tests individual customer services.
- Reconstructs existing overhead and underground distribution lines.
- Performs testing, phasing and energization of new and reconstructed circuits.
- Performs maintenance functions such as inspections, pole testing, resagging, cleaning of vaults and enclosures and necessary repairs and corrections.
- Trims trees to clear wires.
- Diagnoses, locates and clears trouble on primary and secondary overhead and underground lines and streetlighting systems.
- Maintains good housekeeping on the job, around the yard and on the vehicles.
- Participates in switching operations of the system and obtains loading data for system studies.
- Performs many of the above functions on energized lines, utilizing appropriate hot line tools.
- Maintains tools and equipment in clean and workable condition and assures that all tools from the tool room are returned after each use.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in the construction and maintenance of overhead and underground electric distribution and transmission lines.
Principles of electrical theory as applied to power systems.
Transformer connections for various applications.
Applicable electrical codes such as State electrical safety orders (e.g. G.O. 95 & 128).
Necessary precautions to be taken in working high voltage lines.
Fundamental safety regulations, first aid and methods of applying resuscitation.

Ability to:

Climb poles and use aerial buckets in confined areas among energized overhead lines and equipment at a considerable distance above ground.
Work with energized underground 15-kv materials and methods.
Work proficiently with hot line tools, i.e. sticks under energized conditions on both 15-kv overhead and underground systems.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Possession of journey level Electric Lineman/Linewoman status obtained as follows:

Three and one-half (3-1/2) years training/experience in line work and successful completion of the journey level Electric Lineman/Linewoman examination administered by the I.B.E.W. or equivalent;

or

Minimum five (5) years experience in line work and successful petitioning for journey level Electric Lineman/Linewoman status with I.B.E.W.;

or

Certification from California-Nevada Joint Apprenticeship Committee that applicant has passed the apprenticeship and examination for journey level Electric Lineman/Linewoman;

or

Possession of journey level Electric Lineman/Linewoman status granted by the I.B.E.W. or equivalent.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles. Prior to permanent appointment, the appropriate commercial Driver's License with endorsements as mandated by the State of California Commercial Vehicle Code.

RESOLUTION NO. 91-57

=====

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE REVISED CLASS SPECIFICATIONS
FOR ELECTRIC UTILITY SUPERINTENDENT

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RESOLVED, that the Lodi City Council does hereby approve the revised class specifications for Electric Utility Superintendent, as shown on Exhibit A attached hereto.

Dated: March 20, 1991

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I hereby certify that Resolution No. 91-57 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 1991 by the following vote:

- Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)
- Noes: Council Members - None
- Absent: Council Members - None


Alice M. Reimche
City Clerk

ELECTRIC UTILITY SUPERINTENDENT**EXHIBIT A**DEFINITION:

Plans, organizes, directs, and reviews the operations of the Construction and Maintenance Division of the Electric Utility Department. Responsible for policy and procedure development, planning, and the training, supervision, and evaluation of Division staff in the maintenance and construction of high voltage overhead and underground electric systems, and does related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a mid-management level position in the Electric Utility Department. It is distinguished from the Electric Utility and Electric Systems Supervisors in that the Superintendent is responsible for the overall planning, training, organization and supervision of the Division, whereas the Supervisors are responsible for the divisions' daily operations.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Assistant Electric Utility Director. Supervises the Electric Utility Supervisor and other subordinate positions

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Monitors and implements rules and regulations governing the Division, such as G.O. 95 and 128, safety orders, State and Federal regulations, etc.
- Conducts field safety inspections and maintains appropriate logs and records.
- Conducts periodic equipment, facility and utility plant inspections and maintains appropriate logs and records.
- Analyses the activities under his/her supervision to effect economies and increase efficiencies.
- Plans, organizes, directs, and reviews the construction and maintenance of the overhead and underground electric distribution systems, and transmission plant.
- Develops and implements the Division's goals, objectives, policies, and priorities.
- Provides for training and development of Division employees.
- Develops and verifies the implementation of the Division's policies, procedures, and practices.
- Handles the more difficult public citizen complaints and public relation matters.
- Assumes responsibility for preparation and administration of the Division's budget.
- Develops and maintains an ongoing employee safety and training program.
- Analyzes Division activities; prepares reports.
- Assists in the investigation of claims against the City related to Division activities
- Participates in making recommendations for the improvement and construction of electric distribution systems.
- Confers with other City departments regarding the Division's overall activities.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials and tools used in the construction and maintenance of overhead and underground electric distribution, transmission and streetlighting systems.
Pertinent Federal, State, and local laws, codes and safety rules governing electrical construction/maintenance work including G.O. 95 and 128.
Principles of management, supervision, training and performance evaluation.
Safe work practices and procedures.
Record keeping and reporting procedures.

Ability to:

Manage, direct and plan the overall activities of the Construction and Maintenance Division.
Work independently.
Supervise, train and evaluate subordinates.
Develop and implement effective safety and training programs.
Conduct fair and impartial safety, facility and plant inspections.
Maintain and prepare accurate work and operational records.
Establish and maintain effective working relationships with those contacted in the course of work.
Prepare clear, concise and complete technical documents, reports and correspondence.
Communicate clearly and concisely.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Attainment of journey level status through apprentice training as an Electric Lineman/Linewoman and four (4) years of increasing responsibility in electric distribution systems' construction and maintenance, two (2) years of which were in an administrative or supervisory capacity equivalent to Electric Utility Supervisor.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

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RESOLUTION NO. 91-58

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE REVISED CLASS SPECIFICATIONS
FOR UTILITY SERVICE OPERATOR I/II
=====

RESOLVED, that the Lodi City Council does hereby approve the revised class specifications for Utility Service Operator I/II, as shown on Exhibit A attached hereto.

Dated: March 20, 1991

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I hereby certify that Resolution No. 91-58 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk

91-58

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UTILITY SERVICE OPERATOR I/IIDEFINITION:

Under direction monitors, controls and takes charge of the City's electrical and water distribution system on an assigned shift basis; directs field switching operations; operates computer-based control systems; receives emergency calls; dispatches appropriate personnel and does related work as required.

DISTINGUISHING CHARACTERISTICS:

The Utility Service Operator I position is the advanced entry-level of the Utility Service Operator class series. Positions in this class are not expected to have a working knowledge of electric and water distribution control systems and devices, but are expected to perform assigned responsibilities given necessary training. The Utility Service Operator II position is a journey level class position. Positions in this class perform skilled tasks independently with a minimum amount of direct supervision and are expected to possess a complete working knowledge of electric and water distribution control systems and devices and to quickly, accurately and effectively assess an emergency situation and take appropriate action. This class works an assigned rotational shift year round in addition to standby duty for emergency call back during the third shift.

SUPERVISION RECEIVED AND EXERCISED:

Utility Service Operator I receives immediate supervision from the Utility Operations Supervisor and lead direction from Utility Service Operator II's.

Utility Service Operator II receives immediate supervision from the Utility Operations Supervisor. Coordinates work schedules with Electric Utility Supervisor and Electric Foreman/Forewoman.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Monitors, controls and operates the City's electric and water distribution systems.
- Operates SCADA system.
- Operates mobile radio system.
- Prepares switching programs, interruption reports, daily operational reports, etc.
- Receives emergency calls and dispatches appropriate personnel.
- Develops, controls and dispatches switching instructions for both field and substation switching.
- Develops switching procedures for emergency service restoration.
- Maintains system dispatch maps current.
- Maintains various logs and records on facility operations.
- Operate various computer equipment.
- Performs general cleaning and maintenance work in order to keep facilities in a clean and orderly condition.
- Assists in training other operators.

MINIMUM QUALIFICATIONS:

Knowledge of:

Methods, materials and equipment used in the operation, control and maintenance of electric and water distribution systems.
Principles of electric and water distribution systems and equipment.
Safe work practices and procedures.
English usage, spelling, grammar and vocabulary.

Ability to:

Develop, carry out and take charge of switching procedures for the City's electric and water system.
Think and act quickly in emergencies, and to judge situations accurately.
Dispatch appropriate personnel under normal and emergency situations.
Read and interpret various diagrams, devices and computer generated data.
Maintain accurate records, maps and status board and to prepare reports.
Establish and maintain cooperative working relationships.
Effectively communicate via radio, telephone and in writing with other employees, agencies and the general public.
Maintain control and remain professional and courteous in emergency and other work situations under adverse conditions.
Follow oral and written directions.
Speak clearly and decisively.
Operate computer-based equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Utility Service Operator I:

Education:

Equivalent to completion of high school; coursework in electrical theory and reading and interpreting electrical schematics and diagrams.

OR

Experience:

Training through an electrical apprentice program.

Utility Service Operator II:

Education:

Equivalent to completion of high school.

Experience:

Journey level experience at an electric utility in the area of system operation/dispatch or electric power distribution field operations.

RESPONSE REQUIREMENT:

Must be able to meet a 20-minute response requirement.

LICENSES AND CERTIFICATES:

Possession of a valid Driver's License from the California Department of Motor Vehicles.

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