



CITY OF

COUNCIL COMMUNICATION

AGENDA TITLE: Approval of New Class Specification and **Salary** Range for Electrical Drafting Technician

MEETING DATE: September 4, 1991

PREPARED BY: Personnel Director

RECOMMENDED ACTION: The the City Council approve the new class specification and salary range for Electrical Drafting Technician.

BACKGROUND INFORMATION: The Electric Utility has been experiencing difficulty in developing and maintaining its databases, system maps, schematics, and records. This problem **has** resulted in the department being unable to effectively address the troubleshooting and field crew operations. The major contributing factor to this problem is the fact that the various demands of the department upon its personnel inhibit their ability to adequately perform and receive **the** training necessary for the functions of constructing databases, mapping and drafting. Given the lack in the Department's labor resources, and the increasing use of computers in the electric utility industry, which are essential to perform these functions, the department therefore needs a full time position to perform computerized database construction, mapping and drafting.

Based upon a study of this position which included a job analysis and survey of other electric utilities, it is recommended the following salary range be established for this position:

Electrical Drafting Technician				
A	B	C	D	E
\$2351.79	\$2469.65	\$2593.07	\$272341	\$2859.31

The Electrical Drafting Technician will be placed in the IBEW Electric Utility bargaining unit.

This position will be filled in lieu of the vacant Electric Utility Supervisor position.

FUNDING: Budgeted in the Electric Utility Department for Fiscal Year 1991-1992.

Joanne Narloch
Joanne Narloch
Personnel Director

JN/kt

cc: Electric Utility Director

APPROVED: _____

Thomas A. Peterson

THOMAS A. PETERSON
City Manager



RESOLUTION NO. 91-168

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE NEW CLASS SPECIFICATIONS
AND SALARY RANGE FOR ELECTRICAL DRAFTING TECHNICIAN

RESOLVED, that the Lodi City Council does hereby approve the new class specifications for Electrical Drafting Technician, as shown on Exhibit A attached hereto; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective September 4, 1991:

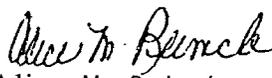
ELECTRICAL DRAFTING TECHNICIAN

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
\$2351.79	\$2469.65	\$2593.07	\$2723.41	\$2859.31

Dated: September 4, 1991

I hereby certify that Resolution No. 91-168 was passed and adopted by the Lodi City Council in a regular meeting held September 4, 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

ELECTRICAL DRAFTING TECHNICIAN



INITIATION:

Under direction, develops, maintains and audits system maps, schematics, diagrams and databases; performs complex mapping, graphics, drafting and record keeping assignments with the use of computers and peripheral equipment.

DISTINGUISHING CHARACTERISTICS:

This position independently performs the full range of duties in computer aided drafting and office work, and has sole responsibility for the final production and maintenance of system maps, schematics, diagrams, and databases.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Utility Operations Supervisor, May provide training and assistance to employees in the uses of computer aided drafting.

EXAMPLES OF DUTIES:

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

- Operates computers and peripheral equipment in the areas of record keeping, graphics, and mapping.
- Develops, maintains, and audits land-based system maps, system schematics, diagrams, specifications, and databases and records from field and work order drawings, notes and sketches.
- Field checks facilities to verify accuracy of records.
- Operates blueprint and reproduction equipment.
- Assists in training other employees in computer aided drafting.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Computers, peripheral equipment and software as applied to records, information systems, databases, drafting, and mapping.
- Microcomputer operations and software applications,
- Mathematics including algebra, geometry, and trigonometry.
- Nomenclature, methods, techniques and equipment used in drafting and mapping.

Ability to:

- Develop, maintain and audit system maps, schematics, diagrams, records and databases.
- Inspect distribution system facilities to verify the accuracy of existing records, drawings, sketches, diagrams and maps.
- Operate computers and peripheral equipment.
- Learn materials and equipment used in the construction and maintenance of electric utility systems.
- Communicate clearly and concisely.
- Follow written and oral instructions.
- Work independently.

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ELECTRICAL DRAFTING TECHNICIAN

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Maintain accurate records.

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

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:

Education and Experience:

Three (3) years computer aided drafting experience in a major utility or professional engineering office.

Completion of formalized training equivalent to an Associate of Applied Sciences degree in computer sciences with an emphasis in drafting may be substituted for the experience on a year for year basis up to a maximum of two (2) years.

LICENSES AND CERTIFICATES:

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