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CITY COUNCIL MEETING
DECEMBER 16, 1987

MODIFIED CLASS
SPECIFICATIONS
APPROVED FOR
CERTAIN CLASSES
IN THE ELECTRIC
UTILITY DEPARTMENT

CC-34

The City Council approved modified class specifications for certain classes in the Electric Utility Department. Council was apprised that the specifications had been prepared by management in the Electric Utility Department and reviewed by representatives of I.B.E.W.

C O U N C I L C O M M U N I C A T I O N

TO:	THE CITY COUNCIL	COUNCIL MEETING DATE	NO.
FROM:	THE CITY MANAGER'S OFFICE	December 16, 1987	

SUBJECT: APPROVE MODIFIED CLASS SPECIFICATIONS FOR CERTAIN CLASSES IN THE
 ELECTRIC UTILITY DEPARTMENT

PREPARED BY: Assistant City Manager

RECOMMENDED ACTION: Council approve the attached specifications for certain
 classes in the Electric Utility Department.

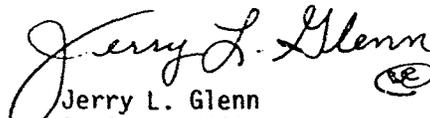
BACKGROUND INFORMATION: From time to time we evaluate the content of job
 specifications. We usually do this before we begin
 recruiting for vacancies. We will begin a new recruitment
 for Line Foreman, Lineman and Electrical Technician.

The changes in specifications primarily are for clarification
purposes only and are nothing substantive.

The specifications were prepared by management in the
Electric Utility Department and reviewed by representatives
of I.B.E.W.

Council is respectfully requested to approve the attached
specifications.

Respectfully submitted,


Jerry L. Glenn
Assistant City Manager

JLG:br

Attachments

ELECTRIC LINE FOREMAN

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 Line Foreman is distinguished from the next lower class of Electric Lineman in that it is a supervisory level position and is directly responsible for the action and performance of the entire crew. The Electric Line Foreman 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.

Exercises direct supervision over Electric Linemen and others, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following: Supervises, directs and participates in all the duties of Electric Lineman. In addition, he plans the work of the crew, conducts tailboard briefings, makes arrangements for material, maintains all records such as material and time, arranges for clearances, verifies switching programs, promotes safety practices and maintains good housekeeping, for example, general cleanliness of worksite, vehicles and equipment and assures that proper tools are available and in working order. He trains and instructs linemen in new methods and procedures and assures that City and Department policies are implemented.

QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in construction and maintenance of overhead and underground electric distribution and transmission lines;

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 & 128);

City of Lodi
Electric Line Foreman (continued)

Knowledge of: (continued)

Necessary precautions in working high voltage lines;

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

Thorough knowledge and understanding of the City's construction specifications.

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.

Experience:

Possession of Journeyman Lineman status granted through the I.B.E.W. or equivalent and a minimum of three (3) years experience in this status and Journeyman Lineman classification.

Education:

Completion of high school or its equivalent.

LICENSE

Possession of a valid driver's license issued from the California Department of Motor Vehicles.

ELECTRIC LINEMANDEFINITION

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. The position is subject to emergency call back and participates in a rotational standby duty for after-hours service calls.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Electric Line Foreman or from other supervisors as conditions require. May occasionally supervise other Electric Linemen when in an upgraded status.

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 and 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.

QUALIFICATIONSKnowledge of:

Methods, materials and equipment used in construction and maintenance of overhead and underground electric distribution and transmission lines;

City of Lodi
Electric Lineman (continued)

Knowledge of: (continued)

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.

Experience:

Possession of Journeyman Lineman status obtained as follows:

Three and one-half (3½) years training/experience in line work and successful completion of the journeyman lineman examination administered by the I.B.E.W. or equivalent;

or

Minimum five (5) years experience in line work and successful petitioning for journeyman lineman status with I.B.E.W.;

or

Certification from California-Nevada Joint Apprenticeship Committee that applicant has passed the apprenticeship and examination for journeyman lineman;

or

Possession of journeyman lineman status granted by the I.B.E.W. or equivalent.

Education:

Completion of high school or its equivalent.

LICENSE

Possession of a valid driver's license issued from the California Department of Motor Vehicles.

ELECTRICAL TECHNICIAN

DEFINITION

Under direction, specializes in high-voltage substation work, including switching, equipment maintenance and calibration; also performs skilled work in electrical construction, maintenance and troubleshooting of municipal facilities, such as electric generating and distribution equipment, water and wastewater utility apparatus, telemetering equipment, traffic signals, streetlights as well as building equipment and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class position. Positions in this class differ from the Electrician class in that they perform a wider range of skilled tasks with limited direct supervision. This class also participates in a rotational standby duty for after hours call back to monitor a generating station and is subject to emergency call outs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Senior Electrical Technician or from other supervisors as assigned.

Performs the supervisory duties of the Senior Electrical Technician during his/her absence.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following: Installs, tests, repairs and calibrates protective relays, compensators, indicating and recording instruments, transducers, supervisory and telemetering equipment, including solid state equipment, components and printed circuit boards; calibrates amp and volt meters against standards; performs periodic relay trip testing; tests and restores insulating oil in high-voltage equipment; installs, services, tests and repairs transformers, motors, motor controls, automatic switchgear, auxiliary generating equipment, air conditioning units, alarm systems, control boards, traffic signals, streetlights, etc; performs periodic substation inspections and maintenance work on high-voltage transformers, circuit breakers, switches and voltage regulators, etc.; maintains water, wastewater facility equipment and storm pumping facilities; answers emergency calls during and outside of normal working hours, evaluates City emergency problems, performs troubleshooting of electrical equipment; generally works independently in determining source of problems and making emergency repairs; communicates with and instructs electricians and other technicians, as necessary.

QUALIFICATIONS

Knowledge of:

General fundamentals of electrical theory, including solid state circuitry;

City of Lodi
Electrical Technician (continued)

Knowledge of: (continued)

General tools, methods and materials used in electrical work;
Instrumentation and specialized testing equipment, precision tools;
Electrical codes;
Safe work practices and procedure;
Maintenance and operation of pumping and telemetering equipment;
Precautions necessary working with high voltage.

Ability to:

Demonstrate a high degree of aptitude for electrical and mechanical work;
Perform maintenance, troubleshooting and repair of a wide variety of electrical equipment;
Use precision instruments and testing equipment to obtain specified performance;
Understand and carry out written and oral instructions;
Read and interpret electrical drawings, plans, diagrams and specifications;
Supervise the activities of the Division during the absence of the Senior Electrical Technician.
Establish and maintain cooperative working relationship with other employees and the public;
Work independently with limited direct supervision;
Establish preventative maintenance programs and keep appropriate records;
Prepare and write reports.

Experience:

Attainment and proof of journeyman status through apprentice training as an Apprentice Electrician (usually 48 months of experience) and four years of relevant experience in the field of electrical maintenance and troubleshooting. Experience with solid state circuitry and computer based control and monitoring systems required.

Education:

Completion of high school or its equivalent.

LICENSE

Possession of a valid driver's license issued from the California Department of Motor Vehicles.