



JOB DESCRIPTION

Electrical Technician Assistant

Date Prepared: March 30, 2018

SUMMARY: Under close supervision, maintains, diagnoses, and repairs electrical, instrumentation, and automation equipment used by the City Water District's Supervisory Control and Data Acquisition (SCADA) system, industrial motor controls, pump drives, and chemical feed systems; performs other related duties, as required.

ESSENTIAL FUNCTIONS: - Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:

- Maintain, repair, and upgrade the electrical distribution infrastructure for the Water Supply Division.
- Perform comprehensive troubleshooting down to component levels to extend the life of obsolete equipment and conserve funds.
- Install, maintain, troubleshoot, and repair 480 volt motors, control centers, and de-energized higher voltage equipment.
- Install, maintain, and repair building circuits and related equipment.
- Perform related welding, carpentry, pipe fitting, valve repair, and cement work.
- Requisition parts and supplies.
- Maintain records and prepare reports.
- May participate in emergency on-call duty on a rotational basis.
- May cross-train with other City division staff.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND one year one year of journey-level industrial electrical installation, maintenance, and repair experience OR successful completion of college coursework including DC Electrical Theory with math; AC Electrical Theory with math; Solid State Theory with math; and Principals of Digital Logic and Microprocessor.

Knowledge of:

- City policies and procedures.
- Electrical theory and practices.
- NEC standards and state codes.
- NFPA Arc-Flash safety regulations.
- Schematics and ladder logic diagrams; calibration methods and standards.
- Principles and practices of system troubleshooting.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Using power and hand tools.
- Reading and interpreting blueprints and schematics - desired
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with supervisors, employees, vendors, suppliers, contractors, external public agencies, community groups and the general public; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- State Water Resources Control Board Water Distribution Operator Grade I Certification within two years of hire.
- Successful completion of college coursework including DC Electrical Theory with math; AC Electrical Theory including math; Solid State Theory including math; and Principals of Digital Logic and Microprocessor Principals within four years of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a variety of environmental conditions, both indoors and outdoors, with exposure to wide temperature variations, noise, vibrations, fumes, odors, dust, machinery and its moving parts. Incumbent must be physically able to perform strenuous work on a regular basis. Physical demands are light to moderate, consisting of sitting, using hands and fingers to handle or feel objects, tools, or controls; digging, reaching, standing, walking, stooping, kneeling, crouching, and crawling; occasional heavy lifting up to 75 pounds, climbing ladders and entering confined spaces; occasionally exposed to electric hazards. Incumbent wears Personal Protective Equipment (PPE); specific vision capacity includes: close, distance, peripheral, depth perception, color differentiation, and the ability to adjust focus. Incumbent must be able to hear in the normal range, with or without correction; must have the stamina to work long hours and overtime, if assigned; must be willing to work an irregular schedule, which may include weekends, holidays, nights or varying shifts. Incumbent will be required to participate with the standby/non-duty-hour emergency response rotation, as assigned; will be required to respond to callouts and emergencies during non-duty hours, on weeknights, weekends, and holidays.

Department Head

Date

Personnel Officer

Date