

ELECTRIC UTILITY TECHNICIAN II

SUBSTATIONS

- SALARY:** \$8,113 to \$11,416 monthly (26 pay periods annually)
- FINAL FILING DATE:** We are accepting applications until closing at 5 pm, February 24, 2020
- TENTATIVE TEST DATES:** Written Exam: **March 18, 2020**

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 II in the Electric Department. The current vacancy is in Substations. The normal work schedule is Monday through Friday, 8:00 am–5:00 pm; a flex schedule may be available.

The City of Roseville promotes a no smoking atmosphere.

THE CITY

The City of Roseville (COR) incorporates the following CORE Competencies as part of the City's culture:

- Focus on people: Develop and deliver service-oriented solutions that meet or exceed expectations.
- Build trust: Ensure honesty and integrity to gain confidence and support of others.
- Ensure accountability: Take responsibility for the outcomes of one's own work and foster a sense of ownership in others.
- Communicate effectively: Deliver clear, concise messages and actively listen to ideas and questions.
- Collaborate inclusively: Build effective working partnerships, alliances, and teams.
- Make quality decisions: Make sound, timely decisions and recommendations.
- Be adaptable/agile: Change approach or methods to best fit the situation and effectively balance competing priorities.

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 full journey level class in the Electric Utility Technician series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from an assigned supervisor.
- May exercise technical supervision over an Electric Utility Technician I.

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.
- 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.
- 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.

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.
- Computer controlled test equipment.
- Complex control electric and electronic schematics.
- Electric circuit protection.
- Lockout/tagout and high voltage procedures.
- Complex principles of electrical and electronic repair, maintenance and system design.
- Principles, methods, materials and equipment used in the installation, testing, maintenance, operations and modification of electronics equipment.

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.
- Troubleshoot and repair a wide variety of electrical and electronic equipment and devices.
- Analyze electrical and electronic prints and schematics.
- Troubleshoot and repair electrical and electronic equipments.

- Analyze test data from voltage and current recordings.
- Follow detailed manufacturer instructions to perform tests.

EXPERIENCE AND TRAINING

Experience:

Two years of responsible electrical maintenance experience performing duties similar to that of an Electric Utility Technician I with the City of Roseville (performing 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).

AND

Training:

Equivalent to the completion of the twelfth (12th) grade GED, or higher level degree, supplemented by specialized training in electronics or a related field.

License or Certificate:

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

SUPPLEMENTAL QUESTIONNAIRE

1. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.
2. One of the minimum requirements for this position includes specialized training in electronics or a related field. Please list your training that meets this requirement.
3. Have you had any formal training in electrical testing and maintenance? If yes, please list the courses that you have attended.
4. Have you ever worked on a large construction or maintenance project of a high voltage electrical substation? If you answered yes, please explain your role on the project.
5. Please list what electrical testing software that you are familiar with and at what level of expertise you have with it.
6. What regulating authorities do electric utilities operating a distribution system in California need to comply with and what experience do you have with them?

SELECTION PROCESS

Applications will be screened and those applicants meeting the minimum qualifications will be invited to a written exam (pass/fail). Scores from this examination will determine applicant ranking and placement on the Employment List. 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.