



CITY OF SANTA CLARA
invites applications for the position of:
Electric Helper/Driver

SALARY: \$46.04 - \$58.91 Hourly
\$7,979.51 - \$10,211.41 Monthly
\$95,754.12 - \$122,536.92 Annually

OPENING DATE: 05/22/21

CLOSING DATE: 05/30/21 04:00 PM

EXAM WEIGHT: 100% Written

TENTATIVE EXAM INFORMATION:

DESCRIPTION:

The City of Santa Clara's Silicon Valley Power Department is hiring for the position of Electric Helper Driver!

The Department - Silicon Valley Power (SVP)

SVP currently provides over 40 percent of Santa Clara's electricity from carbon-free renewable resources. In addition to using green energy from large-scale wind, solar, geothermal and hydroelectric projects outside of the area, SVP employs innovative ways to locally produce electricity by capturing and burning methane gas from a closed city landfill and using power from solar generating systems on city-owned garages and vacant, unusable land. It is the mission of Silicon Valley Power to be a progressive, service-oriented utility, offering reliable, competitively priced services for the benefit of Santa Clara and its customers. Being competitive in the marketplace with a continuous focus on customer service, SVP can provide economic value to the City of Santa Clara and its customers while maintaining low residential rates and offering competitive rates for all customers.

The Position

The Electric Helper/ Driver is an entry level position. Under immediate supervision, the successful incumbent will drive a line truck or truck and trailer, as a major and regular assignment, hauling men, materials and equipment to and from work sites; and perform additional duties listed below.

This recruitment may be used to fill multiple positions in this, or other divisions or departments. If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the applicants from this recruitment.

TYPICAL DUTIES:

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under supervision:

- Drives a line truck or truck and trailer, as a major and regular assignment, hauling men, materials and equipment to and from work sites;
- Operates power-driven equipment on truck for raising and lowering heavy equipment or materials;
- Responsible for loading, cleanliness and servicing of trucks and other equipment;
- Fills out stores requisitions and returns, timecards for supervisor, and other routine time and material reports;
- Maintains all truck stock at levels necessary for efficient operation of crew;
- Performs the more routine non-skilled jobs connected with construction and maintenance of electrical distribution facilities;
- Performs heavy physical labor; and
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a G.E.D.; and
- One (1) year of full time paid experience working in a maintenance or construction position with a public or private utility.

Desirable Experience

- Experience as a truck driver either as a regular assignment or on a training or substitute basis.

LICENSE

Possession of a valid California Class A Driver's license is required, or possession of a valid Class C license at the time of employment and the ability to obtain Class A within six months of employment.

SPECIAL CONDITIONS

- Incumbents of this classification may be required to work outside their regularly scheduled hours, and to be available for emergency and/or pre-arranged work whenever called upon.
- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- Must be able to perform all of the essential functions of the job assignment.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to proceed with the examination process.

Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of Santa Clara will not sponsor, represent, or sign documents related to visa applications/transfers for H1B or any other type of visa which requires an employer application.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Materials, methods, tools, and equipment used in overhead or underground electrical line work; and
- Environmental and safety practices, procedures and standards.

Ability to:

- Work efficiently under hazardous conditions;

- Learn the specific methods and procedures of electrical line work;
- Operate line trucks and small trailer-truck combinations, including auxiliary power-driven equipment attached to the trucks;
- Perform all routine paper work associated with electric distribution system crew assignments, including time and material records;
- Learn occupational hazards and necessary work-related safety precautions;
- Understand and follow oral and written instructions;
- Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public;
- Walk or stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines; and
- Work in a team-based environment and achieve common goals.

Additional Information:

You must answer all job-specific questions in order to be considered for this vacancy or your application will be deemed incomplete and withheld from further consideration. Applications must be filled out completely (i.e. do not write "see resume or personnel file.") To receive consideration for the screening process, candidates must complete: **1) Supplemental Questions, 2)**

Resume. Incomplete applications will not be accepted. Application packets may be submitted online through the "Apply Now" feature on the job announcement at www.santaclaraca.gov.

Applications must be submitted by the filing deadline of **May 30, 2021 at 4:00 PM.**

The City of Santa Clara is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. The City of Santa Clara is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at (408) 615-2080 or HumanResources@santaclaraca.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.santaclaraca.gov>

Position #35-21-435
ELECTRIC HELPER/DRIVER
PT

1500 Warburton Ave.
Santa Clara, CA 95050
408-615-2080
Fax: 408-985-0667

humanresources@santaclaraca.gov

Equal Opportunity Employer

Electric Helper/Driver Supplemental Questionnaire

* 1. Please specify how you meet the minimum qualifications:

- I possess at least a graduation from a high school or possession of a G.E.D. AND at least one (1) year of full time paid experience working in a maintenance or construction position with a public or private utility.
- I do not possess the minimum qualifications.

* 2. Please specify how you meet the license requirement:

- I currently possess a valid California Class A Driver's license.
- I currently possess possession of a valid Class C license and will obtain a Class A within six months of employment.

I do not currently possess a valid Class C license and will not obtain a Class A within six months of employment.

- * 3. Please specify how you meet the required experience of at least one (1) year of full time paid experience working in a maintenance or construction position with a public or private utility. Please make sure in your response, you specify the employer for the public or private utility experience.

* Required Question