JOB DESCRIPTION

Electric Operator Trainee

Date Prepared: October 2013 **DRAFT** Class Code: 8035

SUMMARY: Under basic supervision, operates and maintains the City's electric, bulk power, and gas systems.

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:*

- Performs high voltage switching by operating disconnects/relays in order to isolate equipment for maintenance, field repairs, system load transfers or emergencies; performs duties within scope of authority and training, and in compliance with City policies and quality standards; duties may vary according to job assignment.
- Responds to emergency calls for service during power outages; inspects affected equipment; identifies a cause; protects the public by making sure no energized power lines are on the ground; performs traffic control as required.
- Performs daily inspection and maintenance of gas turbines and backup generators, substations and high voltage equipment; removes trash and weeds; inspects facilities and reports security concerns.
- Performs after hour/weekend/holiday inspections of well sites and pumping stations as necessary.
- Responds to emergency calls for service including spill response/cleanup, dead animal retrieval, broken hydrants and water quality complaints.
- Performs a variety of routine facility maintenance and repairs such as painting, carpentry, welding/fabrication, custodial and various types of construction; performs grounds maintenance duties as assigned.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma or equivalent; AND one year of electric utility operations and maintenance experience preferred.

Knowledge of:

- City organization, operations, policies, and procedures.
- Regulatory requirements for the operation, maintenance, and repair of gas, electric and bulk power utilities.
- Principles of electric theory, power system operations including power plant operations; fundamentals of alternating current circuits, and electrical safety policies and procedures.
- State and federal environmental protection codes and regulations; Cal OSHA regulations.

- Common hand and power tools.
- Customer service standards and protocols.

Skill in:

- Monitoring and applying control system principles rationally to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Reading and interpreting blueprints, schematics, plans, and specifications.
- Maintaining maintenance and inspection records as required by regulatory agencies.
- Utilizing public relations techniques in responding to inquiries and complaints.
- Working flexible hours or on-call schedule.
- Communicating effectively, both orally and in writing.
- Establishing and maintaining cooperative working relationships with managers, fellow employees, contractors, representatives of other utilities, suppliers and the public.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

Possession of a Grade II Water Distribution Certification issued by the State of California Department of Public Health is required at time of application.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an electric plant environment and in the field, with exposure to dangerous equipment, extreme weather conditions, hazardous chemicals, high voltage, electrical shock and moving traffic.