



## Electrical Technician (Full-Time/Open Opportunity)

**SALARY:** \$5,172.96 – \$6,286.63

**FINAL FILING DATE:** Application materials must be received by the Human Resources Division not later than 5:00 p.m. on December 22. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from: HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240. To request applications by phone please call (209)333-6704. TDD (209)333-6853. [www.lodi.gov](http://www.lodi.gov)

**THE POSITION:** Under general direction, specializes in low, medium and high-voltage substation work, including switching, equipment maintenance and calibration; also performs skilled work in electrical construction, maintenance and troubleshooting of electric utility facilities, such as electric generation, transmission, distribution, telemetering, communications and data systems including copper and fiber installation, testing, maintenance and repair and does related work as required. 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 is subject to emergency call outs. Receives general direction from the Technical Services Supervisor or from other supervisors as assigned. May perform the supervisory duties of the Technical Services Supervisor during his/her absence. This position is located in the Electric Utility Department. Duties include, but are not limited to the following: Install, test, calibrate, maintain, troubleshoot and repair simple and complex protective relays, regulator control and operating devices, power transformer protective and safety devices and maintain appropriate records for calibration, testing and maintenance; Install, maintain, test and repair 60-kV and 12-kV power circuit breakers; perform periodic trip testing; Sample, test and evaluate condition of insulating media and maintain appropriate records; Maintain, test and repair, 60/12-kv power transformers and load tap changers; Sample test and evaluate insulating oil and maintain appropriate records; Troubleshoot, repair, maintain and calibrate computer-based SCADA system, transducers, input devices, communication equipment and data transmission equipment; Perform periodic inspections of substation equipment and facilities and maintain appropriate records, including building, site and yard maintenance and housekeeping;

**MINIMUM QUALIFICATIONS:** combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Completion of high school or its equivalent. Completion of Journey Level status through apprenticeship training and work experience.

**Experience:** Attainment and proof of journey status through apprentice training as an Apprentice Electrician (usually 48 months of experience) with electric utility experience as a substation Electrician or Technician. This experience typically would include performing electrical maintenance, calibration, and troubleshooting (with emphasis on substation equipment). Experience with solid state circuitry and computer based test equipment, control, monitoring and analysis systems and associated tools required.

**LICENSE:** Possession of a valid drivers' license issued from the California Department of Motor Vehicles.

**TESTING PROCESS:** Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. Eligible list last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

**Evaluation of Qualifications:** Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate the testing process. Resumes may not be substituted for a completed application.

**WORKING CONDITIONS:** Hazardous conditions are an extremely critical factor of this job, working in close proximity to energized lines and equipment up to 60,000 volts. Incumbents in this classification are required to: Use common hand tools such as hammers, saws, and screwdrivers; make precise arm-hand positioning movements when working with electrical hand tools, for example, when using a socket wrench to tighten overhead fittings; climb ladders or step to reach objects. Make continuous, repetitive arm-hand movements when working with screwdrivers or tightening or loosening nuts and bolts; Coordinate movement of more than one limb simultaneously and make fine, highly controlled muscular movements while operating equipment used to set such items as substation breakers; Bend and stoop repeatedly or continually over time when working in electrical panels or picking up cones; Work in a variety of weather conditions with exposure when working in substations; Observe or monitor such items as electrical meters for compliance with safety standards; Make skillful, controlled manipulations of small objects when connecting bolts on breakers to live panels or working with fuses; Use arms above shoulder level when installing overhead conduit or fixtures; Work in small, confined areas, when working in a bucket truck or with panels that are difficult to access; Work while standing on extension ladders or lift trucks at heights greater than 25 feet, such as when servicing or repairing substation bus; hear alarms and other auditory warning devices such as vehicle back-up bells or electrical panel audible alarms; Use stomach and lower back muscles to support the body when lifting heavy electrical equipment during installation, or when climbing in and out of the truck cab or bucket; Walk over rough, uneven or rocky surfaces to access work sites in substations; Move electrical components or fixtures weighing up to 50 pounds short distances; Discriminate among and identify individual colors or match colors of electrical wires; Communicate orally both face to face and using a telephone or radio when receiving or communicating status of work assignments; Sit for extended periods of time with the ability to move about at will when working on ground level electrical facilities.

Equal Opportunity Employer

**EQUAL OPPORTUNITY EMPLOYER** - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

**AMERICANS WITH DISABILITY ACT** - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

**CRIMINAL BACKGROUND INFORMATION** - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

**HIRING PROCEDURE** - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

**CONDITIONAL JOB OFFERS** - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

**MEDICAL-DRUG SCREENING** – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

**APPOINTMENT** - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

#### **EMPLOYMENT BENEFITS**

**SALARY** - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

**HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE** - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

**HEALTH INSURANCE** - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

**LIFE INSURANCE AND LONG TERM DISABILITY** - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

**RETIREMENT AND DEFERRED COMPENSATION** - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System except for the required medical contribution. Employees may participate in a 457 Deferred Compensation program.

**FLEXIBLE SPENDING ACCOUNT** - Employees may participate in a Section 125 Flexible Spending Account.

**IMPORTANT NOTE:** This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

