

ELECTRIC COORDINATOR/INSPECTOR

DEFINITION

To perform a variety of duties involving the installation of the City's electric distribution facilities, assisting with interpreting the City's electric service policy, engineering standard drawings and work orders for correct installation, and coordinate with contractors, developers and City staff; to secure a safe and consistent installation of electric distribution facilities; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Electric Coordinator/Inspector class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is not a Qualified Electrical Worker (QEW) and must not encroach State or Federal Minimum Approach Distances (MAD) unless accompanied by a QEW.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform a variety of duties involved in the installation of the City's electric distribution facilities; assist with interpreting the City's electric service policy, engineering standard drawings and work orders for correct installation; coordinate with contractors, developers and City staff; to secure a safe and consistent installation of electric distribution facilities.

Review proposed projects with appropriate City staff and determine contractors and developers involved; pre-inspect job locations for existing facilities such as vaults, boxes, conduits and conductors to ensure design does not conflict with existing facilities; assist contractors and developers on project design changes.

Organize and problem solve active jobs; determine and track construction schedules; coordinate planned power outages; ensure the availability of the correct tools, equipment, and materials necessary to perform projects of the Electric Department.

Review and amend project material lists and prepare sketches to reflect in-field changes of design.

Perform visual and detailed inspections of underground and overhead energized high voltage equipment, high voltage power lines, poles, fixtures, substructures and equipment.

Perform non-electrical minor repairs found during inspections that do not encroach on the Minimum Approach Distance (MAD) allowable by State and Federal regulations; perform locate and mark duties to identify the City's underground electric system, as qualified, of any energized primary circuits or apparatus (voltages greater than 600V); perform minor GIS updates and print wall maps and map books; perform on-site manual labor such as flagging of vehicle traffic, assisting in trenching and installing substructures.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic principles and practices of underground and overhead electric utility construction methods and standards.

Methods and procedures of electrical inspection on overhead and underground utility equipment and substructures.

Safety methods, procedures, and requirements pertaining to the work being performed by field crews including working from aerial bucket and working with high voltage energized circuits.

Bucket Truck Rescue through proper use of upper and lower bucket truck controls.

Basic aspects of the installation, maintenance, and repair of overhead and underground electric utility equipment and facilities.

The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment and radio and communication systems.

Traffic control procedures and traffic signs.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Independently perform a variety of duties involving the coordination and planning of the City's electric facilities, interpretation of the City's electric service policy, engineering standard drawings and work orders for constructability, coordination with contractors, developers and City staff and to secure a safe and efficient installation of City electric facilities

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit or stand at a desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Sketch, read and analyze engineering plans, technical drawings, specifications, and maps relating to electrical utility and public works construction design.

Interpret work orders, job packets, inventory sheets and project related materials requests.

Without encroaching on State or Federal MAD identify and open underground enclosures according to all safety rules, industry practice and standard operating procedures and determine when secondary or primary shutdowns are required.

Assist field crews with on-site manual labor and operate forklifts, drive line trucks, dump trucks, and other equipment or vehicles on an as needed/as qualified basis.

Collaborate with developers, contractors, electric field crews, other City departments, and other third-party utilities and agencies in the coordination and facilitation of City and/or developer lead projects.

Perform as a confined space attendant and non-entry rescue of employees.

Use sound judgment in recognizing scope of authority and qualifications.

Operate and use modern office equipment including computers and applicable software that may include the use of word processors, spreadsheets, database input and tracking, and financial software(s).

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Seven (7) years of responsible underground utility construction, and/or, inspection experience

Training:

Equivalent to the completion of the twelfth grade supplemented by a vocational/technical program in electrical utility, engineering, drafting, or related field.

Training necessary under Ca/OSHA and Fed/OSHA for the employee to demonstrate proficiency as a "qualified employee" able to identify energized circuits and maximum voltages, know minimum approach distances, and to recognize and properly use safe work practices and personnel protective equipment.

License and Certificate

Possession of a valid California Class A Commercial Driver License or apply for and successfully possess a temporary commercial license permit within six (6) months of employment and the subsequent attainment of a permanent commercial license within the following six (6) months. Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of traffic-flagging certification, within 6 months of appointment.

Possession of a forklift certification within 6 months of appointment.

Possession of cardiopulmonary resuscitation (CPR) and First Aid certified or the ability to become and maintain certification.