

## ELECTRIC MATERIALS TECHNICIAN

### DEFINITION

To perform procurement, disbursement, reconciliation, and maintenance of inventory of the Electric Department's tools, materials, and equipment; to assist in maintaining the department's storage yards and facilities; and to provide technical support to an assigned supervisor.

### DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Electric Materials Technician 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.

### 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 disbursement, reconciliation, and maintenance of inventory of tools, materials, and equipment; assist in maintaining storage yards and facilities; maintain programs, test schedules, and record keeping related to electric tools and equipment.

Receive authorized requests for electric utility specific tools, supplies and equipment; assist field crews and office personnel in identifying, researching, and secure sources and procure new and replacement equipment and materials including contacting vendors to determine price and availability of required supplies specific to the department's operations; generate, evaluate and award invitations to bid and ensure proper account is billed.

Perform warehouse functions including the inspection of deliveries of department specific inventory prior to City acceptance to ensure items meet all City specification, packaging, and shipping criteria; issue supplies and equipment: ensure the availability of general maintenance material and properly track the flow of material into and out of inventory.

Perform routine controls of both inventory and non-inventory items to ensure proper availability of items for allocated, general maintenance and emergency projects to include tools, equipment and materials; maintain inventory control records and periodic inventory reports for the purposes of adjusting inventory reorder levels; assist in taking periodic inventory counts to ensure that the inventory is up-to-date and accurate; monitor usage of items such as cable connectors, wire, and conductors; assist with forecasts for materials, tools and supplies.

Assist in the maintenance of detailed records of specialized items including transformers and other oil-filled equipment spanning the lifecycle from the receipt, delivery, and installation of units in the field, removal of units from the field upon completion of lifecycle, and the final release of custody for proper disposal.

Safely drive and operate trucks and equipment to pick up and deliver stock, tools, and other items including but not limited to industrial lift trucks, electric utility boom trucks, commercial and non-commercial utility vehicles and trailers to move specific equipment; transport tools and equipment to storage areas, job sites, or disposal areas.

Test, handle, store, and properly dispose of toxic substances in accordance with City policies, applicable state and federal laws and regulations.

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:

Principles and Practices of Purchasing.

Modern office equipment and software including word processing, spreadsheet, financial software, inventory databases, and other related software.

Operation and maintenance of hand and power tools, equipment, and materials used in electrical operations, maintenance, and construction.

Principles and procedures of individual office management, recordkeeping, and data retention.

City's high and low voltage rubber goods/protective device program inspection and replacement requirements.

Basic mathematics, inventory tracking and basic accounting.

Electrical tests on specific electric utility equipment.

Methods for reading and interpreting drawings, blue prints and specifications, work orders, order requests and inventory sheets.

Proper safety precautions, particularly when working near and around energized electric circuits (high and low voltage) and with hazardous chemicals, materials and waste.

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

Ability to:

Perform procurement, disbursement, reconciliation, and maintenance of inventory of the Electric Department's tools, materials, and equipment and to assist in maintaining the department's storage yards and facilities.

Prepare, Control and review bid sheets for Electric Department materials throughout the bidding process.

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 performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Safely drive and operate equipment including but not limited to industrial lift trucks and electric utility boom trucks, commercial and non-commercial utility vehicles and trailers.

Perform electrical tests on specific electric utility equipment, and to assist field crews with various on-site manual labor requirements (groundman).

Ensure the availability of the correct tools, equipment, and materials necessary to perform electric utility related projects.

Use of City radio system and other communication systems.

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

Properly test, handle, store and dispose of toxic substances in accordance with requirements.

Maintain programs, test schedules, and record keeping related to the Electric Department tools and equipment.

Use sound judgment in recognizing scope of authority.

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

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:

Two years of responsible electric utility inventory and warehouse experience, or experience in a similar electric utility classification

#### Training:

Equivalent to the completion of the twelfth grade. An associated degree from an accredited college is highly desired.

### License and Certificate

Possession of a valid California Class A Driver's License with Air Brake and Tanker Endorsements 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, or ability to obtain, and maintain traffic-flagging certification.

Possession of or ability to obtain a fork lift certification.

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