



City of Woodland

ELECTRICIAN'S ASSISTANT

DEFINITION

To perform a variety of semi-skilled and routine electrical construction, maintenance, repair and testing work.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Electrical Supervisor or his/her designee. This position is entry level and exercises no supervision.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Repair, replace and perform routine scheduled maintenance on street lights, traffic signals and other City-owned property. Assist with maintenance and repair of pumps, motors, electrical equipment, and other related equipment. Reads and interprets circuit diagrams, construction drawings, and service and repair manuals. Prepares plans and specifications for the procurement of parts and supplies on assigned projects. Ensures that proper safety precautions and safe work methods are followed. Prepares and maintains accurate maintenance and repair records. Uses and maintains a wide variety of electrical tools and test equipment. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Perform electrical inspections. Read and review electrical prints and diagrams, and modify and update as required. Answer emergency calls and perform emergency repairs. Meet all assigned Standby Program requirements and take standby duty, if required. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, materials, equipment, tools and standard practices of the electrical and electronic trade. Basic electrical principles in the construction, installation, modification, testing and maintenance of electrical and electronic apparatus and equipment. Computers and applicable programs. Electrical codes, rules and regulations. Safe working practices and procedures.

Skill to:

Use electrical and electronic tools and equipment skillfully and safely. Read and follow elementary electrical plans and specifications. Diagnosis electrical and electronic failures. Think and act quickly in emergencies. Keep written records, prepare oral and written reports, and follow oral and written instructions.

Ability to:

Assist with the diagnosis and malfunctions in a variety of electrical, electronic and instrumentation systems. Read and interpret elementary electrical and mechanical drawings, plans, and specifications. Use and care for tools and test equipment used in maintaining and repairing electrical, electronic and instrumentation systems. Assist with cost estimates of labor and materials, maintain detailed records, make oral and written reports. Follow oral and written directions. Establish and maintain effective work relationships with those contacted in the performance of required duties. Maintain effective audio-visual discrimination and perception needed for making observations, communication with others, and reading, writing and operating assigned equipment.

Minimum Education and Experience:

Education:

High School diploma or equivalent. Completion of a recognized apprenticeship program in the electrical or instrumentation trade is highly desirable.

Experience:

One years of recent experience in electrical/electronics/instrumentation installation, maintenance or repair.

License and Certificates:

Required upon hire, possession of a valid California Driver's License. Possession of a valid International Municipal Signal Association (IMSA) Traffic Signal Level I Technician Series certificate and Work Zone Safety Level I certificate prior to permanent appointment.

Council Action: June 20, 2006