

MEETING DATE: 11/09/09

AGENDA ITEM: 1) Approval of the Revised Classification Specification for Maintenance Electrician.

ATTACHMENTS

	<u>Pages</u>
1. Classification Specification for Maintenance Electrician	1 - 3
2. Organizational Chart for Fire Department FY 09/10	4
3. Meeting Minute Excerpt for Item A-3 from Civil Service Commission meeting on 10/07/2009	5 - 6

MAINTENANCE ELECTRICIAN

DEFINITION

Occupants of this classification are in the classified service. The positions assigned to this classification perform a variety of skilled journey level tasks in the construction, installation, remodeling, repair, alteration, and maintenance of electrical, electromechanical, and electronic system instrumentation and related equipment.

SUPERVISION RECEIVED AND EXERCISED

Depending on the assignment, this position may report to a variety of positions. The positions assigned to this classification report to the Facilities Maintenance Supervisor and may receive oversight direction from other professional staff, including Building Engineers, as needed. Responsibilities may include direction of technical support staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Installs electrical systems and wiring in making additions to or alterations of existing facilities.
~~Wires building alterations.~~
2. Inspects, repairs, replaces, services, and maintains existing electromechanical and electrical systems and associated equipment including conduit and duct systems, light and power circuits, motors, appliances, generators, transformers, control equipment, switches, switchboards, heaters, air conditioners, light fixtures, light panels, and other types of electromechanical and electronic equipment or systems.
3. Maintains and repairs outdoor lights and standards at in the City facilities which may include such as baseball fields and or tennis courts.
4. Assembles, tests, and installs lighting fixtures.
5. Designs circuits and installs wiring, conduit, controls, and switches for pumps and their related instrumentation and automated equipment.
6. Assists in inspections and troubleshootings high voltage circuits on street lights including the replacement of lamps, glassware, fixtures, sockets, wiring transformers, and cables.
7. Troubleshoots series (high voltage) and multiple lighting (low voltage) circuits. , and high voltage circuits.
8. Assists in the repair, maintenance, and servicing of traffic signals.
9. Maintains records and prepares reports on electrical equipment serviced, installed, maintained, and repaired.
10. Maintains tools and equipment.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY**Knowledge of:**

- ~~Tools, test equipment, materials, and standard practices required in the performance of the electrical trade.~~ Standard practices, methods, tools and materials used in electrical trades.
- Design, construction, installation, maintenance, tests, repairs, and adjustments of electrical apparatus and equipment.
- Federal, state, county and municipal electrical and associated codes such as National Electrical Code (NEC) and National Fire Protection Association (NFPA).
- ~~Safety procedures and related safety devices and equipment.~~ Occupational hazards and standard safety precautions.

Skill and Ability to:

- Perform heavy and physically demanding work for lengthy and continuous period of time.
- Perform electrical installation, tests, inspections, and repair work.
- ~~Work from~~ Read and understand blueprints, drawings, schematics, sketches, plans, specifications, and instruction manuals and independently make necessary evaluations for efficient effecting repairs and adjustments.
- Follow verbal and written instructions and directions. ~~, plans and sketches.~~
- Prepare drawings, schematics, and sketches related to new, modified, and/or proposed work and repairs.
- Follow manufacturers' instruction books manuals, specifications, drawings, and their use in evaluating multiple electrical installations.

LICENSE AND CERTIFICATES

Possession of a valid California driver license. Possession of a valid California Class "B" driver license within six months of date of hire into classification.

TRAINING AND EXPERIENCE

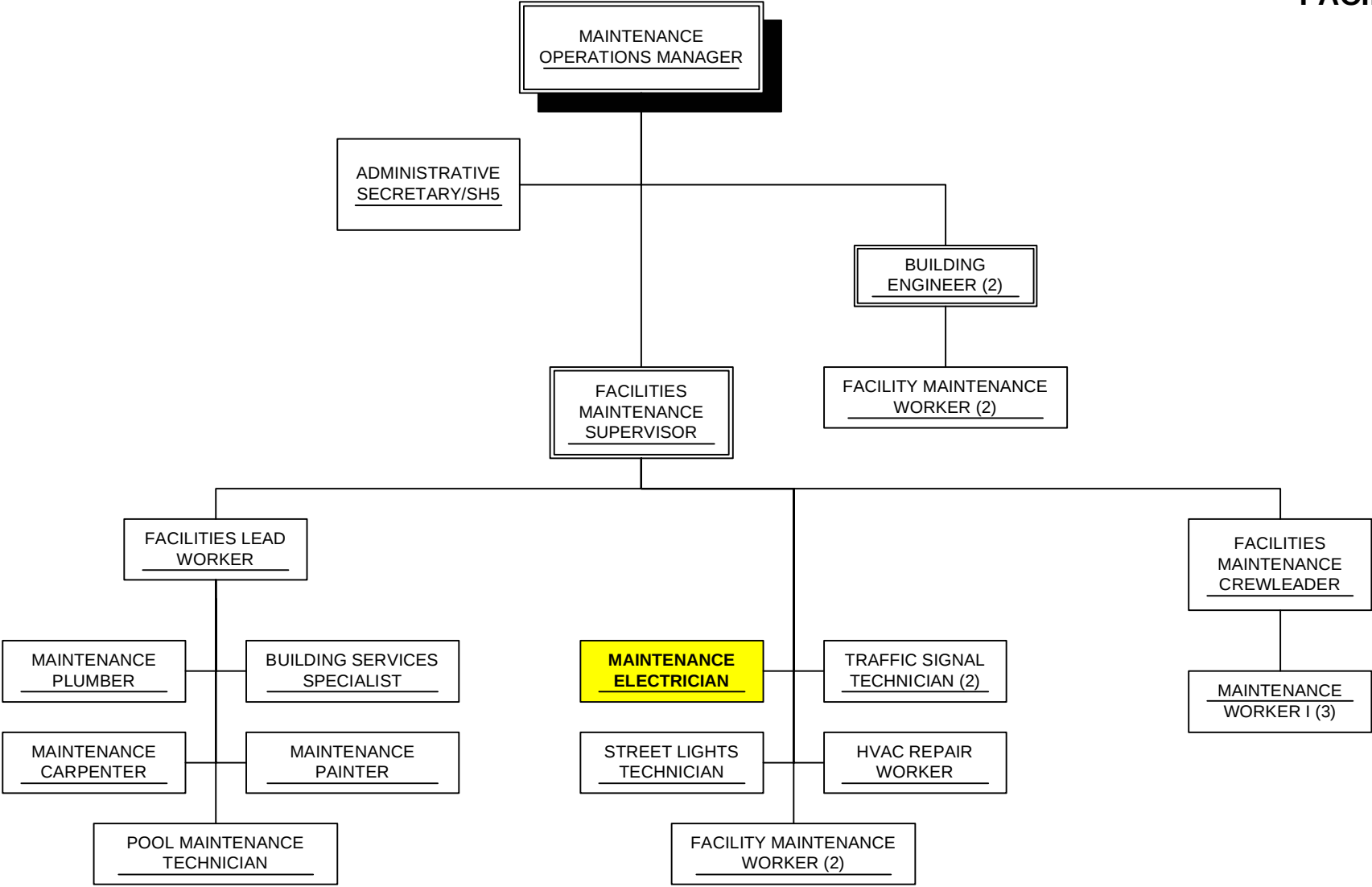
Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: ~~completion of the twelfth grade~~ high school graduation or equivalent supplemented by two (2) years of trade school level courses in electricity and electrical construction repair or completion of an apprenticeship program and four (4) years of varied journey level electrical experience.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- May be required to work in inclement weather. ~~without effective protection from sun, cold and rain.~~
- May be required to work within enclosed spaces or at heights above ground level.

- May be required to work around moving mechanical parts. May be required to work around electrical current.
- Subject to random drug and alcohol screenings pursuant to Department of Transportation (DOT) regulations.

**PUBLIC WORKS MAINTENANCE OPERATIONS DIVISION
FACILITIES MAINTENANCE**



ATTACHMENT 3

*****UNOFFICIAL MINUTES EXCERPT*****

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

October 7, 2009
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:00 P.M.

Present: Chair Sharon Zeitlin
Vice Chair Dan Gallagher
Commissioner Richard Ochoa
Commissioner Sandy Stivers
Commissioner Michael Whitaker

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Action Items

Item A-3

Revised Classification Specification and Open & Competitive Recruitment Bulletin: Maintenance Electrician

Staff provided a summary of the material of record.

Discussion between staff and the Commission included: supervisorial and oversight responsibility for the position; clarifying language regarding oversight and how the employee gets direction; the role of the Building Engineer in the evaluation of the electrician; quasi supervisorial overlay; referencing DOT regulations and drug and alcohol policies in the class specification; items included in class specifications; recruitment bulletins; availability of class specifications; the hiring process; the Zero Tolerance policy and random drug testing; reinforcing policies; wordsmithing of essential job duties; clarification on, and agreement to move knowledge of manufacturer instruction manuals to the Skills and Abilities section; and differences between oversight and supervision and clarification on who does what.

MOVED BY COMMISSIONER WHITAKER, SECONDED BY VICE CHAIR GALAGHER, AND UNANIMOUSLY CARRIED THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR MAINTENANCE ELECTRICIAN; AND
2. APPROVE THE REVISED OPEN & COMPETITIVE RECRUITMENT BULLETIN FOR MAINTENANCE ELECTRICIAN.

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