

CITY OF UNALASKA

POSITION DESCRIPTION

Job Class: Non-Exempt	Job Title: Electrical Engineering Technician
Supervisor: Power Plant Operator III	Department: Public Utilities
Wage Grade: 9	Status: Full Time
Probationary Period: 6 Months	Union: IUOE, Local 302
DEPARTMENT REVIEW	
Submitted By: <i>[Signature]</i>	Date: <i>11/7/06</i>
Reviewed By: <i>[Signature]</i>	Date: <i>11/8/06</i>
HR Approval: <i>[Signature]</i>	Date: <i>11/9/06</i>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening, and reference/background check; job related tests may also be required.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This position description outlines the general requirements and duties of the position. This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **11-2006**

What is the overall purpose and objective of this position (why does this position exist)?
Responsible for a full range of specialized engineering assignments utilizing the methods and techniques required to carry out electrical engineering support activities.

Explain the level of supervision received: **Receives direct supervision from the Power Plant Operator III.**

Explain the level of supervision this position exercises: **None**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

- **Prepares field book data and sketches for electrical system location and relocation.**
- **Prepares engineering drawings, charts, maps, specifications, legal descriptions and cost estimates.**
- **Maps finished work for future reference.**
- **Assesses and requisitions material needed.**
- **Operates electrical test equipment.**
- **Identifies right-of-way and easement; notifies customer if easement is needed.**
- **Perform maintenance on minor electrical disconnects.**
- **Maintains one line diagram and system map.**
- **Performs related work as assigned.**

Does this position have access to confidential information? Yes _____ No **X**
If yes, please provide detail.

Does this position have access to or handle City funds? Yes **X** No _____
If yes, please provide detail. **Has indirect access to City funds through the use of LPO's, MRO's, etc.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes **X** No _____ If yes, please explain. **All City business, oral and written, is conducted in English.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- **Two years experience in electrical switch gear maintenance.**
- **Two years of related experience in Electrical Power Production and Distribution Systems**
- **Valid Alaska Drivers License.**
- **Other combinations of education and experience that could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- High voltage rating or experience
- Journeyman level electrician

List the necessary knowledge, any special training, skills, and abilities to qualify for this position:

- Knowledge of principles and practices as applied to electrical systems.
- Skilled in establishing and maintaining productive working relationships.
- Ability to work with the public in a courteous, efficient, and professional manner.
- Ability to read and interpret electrical design and construction plans and specifications.
- Ability to apply current standards, policies and procedures to work projects.
- Ability to prepare various technical documents, such as plans, specifications and cost estimates.
- Ability to maintain records and prepare reports.
- Basic knowledge of office procedures, general record keeping and filing systems.
- Must have the ability and willingness to comply with OSHA regulations and the standards for safety that have been set by the City of Unalaska and State of Alaska.
- Working knowledge of applicable State and OSHA safety regulations.
- Ability to operate equipment as necessary for position.
- Strong written and oral communication , problem-solving , and interpersonal skills.
- Ability to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines.
- Knowledge of departmental policies and procedures and ability to relate them to the departments operations.

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- Knowledge of algebra, trigonometry and mathematical tables.
- Basic knowledge of electrical nomenclature and conventional symbols.
- Ability to operate a motor vehicle.
- Knowledge of office practices, procedures, and general office equipment.
- Must be proficient in a Windows environment, including word processing, spreadsheet, and database software.
- Ability to read and understand electrical diagrams and manuals.
- Knowledge of installing, programming, and maintenance of Process Logic Controller.
- Ability to install, program, and maintain protection devices for electrical utility system.
- Diverse knowledge of generation system and associated systems.
- Proficient knowledge of Auto-Cad.

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	o
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position, which make these factors important: **Job duties and responsibilities requires problems solving, analytical, and dexterity skills. Must be able to communicate and have effective working relationships with various individuals.**

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **As a condition of employment, this position is subject to a background check and successful completion of a pre-employment drug test. Will be subject to future periodic drug and alcohol tests on a random basis without advance notice. Valid Alaska Drivers License.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment. Successful completion of various job related training.**

WORKING CONDITIONS

Are there particular working conditions associated with this position, which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes _____ No _____ If yes, please explain: **Occasional emergency or non-traditional work hours may be necessary. Employee will work inside and outside in conditions inherent to an industrial environment..**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities, which require physical demands checked.

- | | |
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| <p>1. Strength</p> <p>a. Standing X 35%</p> <p> Walking X 15%</p> <p> Sitting X 50%</p> <p>b. Lifting 70 lbs.</p> | <p>Will stand and walk when troubleshooting electrical repairs</p> <p>Will sit to prepare drawings, charts, maps, cost estimates, etc.</p> <p>Will be necessary when performing</p> |
|--|--|

	Carrying	70	lbs.	duties and working with supplies and /or equipment needed to complete work.
	Pushing	70+	lbs.	
	Pulling	70+	lbs.	
2.	Climbing	X		May be needed when performing electrical repairs.
	Balancing	X		
3.	Reaching	X		Reaching and handling may be required when filing, working with tools, etc.
	Handling	X		
4.	Stooping	X		May be necessary when performing essential duties and responsibilities.
	Kneeling	X		
	Crouching	X		
	Crawling	X		
5.	Speaking	X		Must communicate effectively with City employees, the public, and other agencies, to complete assigned duties.
	Hearing	X		Must be able to communicate effectively with City employees and the public in person, by phone, and radio. Necessary for color coding of wire, Preparing maps and drawings, etc.
6.	Seeing	X		
	Depth Perception	X		
	Color Vision	X		

HISTORY SUMMARY

06-17-1985	New class specification, previous title - Lineman
Unknown	Updated
04-2005	JD in current format. Included legal and standard language.
11-2006	JD not approved in 2005. Updated and revised supervisory responsibility from Director of Public Utilities to Power Plant Operator III. Removed references to investigating customer complaints. Removed references to survey work. Removed references to placement of equipment in powerhouse. Removed minimum requirement of associate's degree in engineering field. Added to minimum requirements: two years experience in electrical switch gear maintenance, two years related experience in electrical power production and distribution systems. Added to preferred

requirements: high voltage rating or experience, journeyman level electrician.