

Class Code: K13
CITY OF ANAHEIM
Class Specification

Classification:
PRINCIPAL UTILITIES ENGINEERING AIDE

Definition: Under minimal supervision, to perform the most responsible and more complex sub-professional electrical engineering work, including responsible assistance in design work.

Examples of Essential Job Functions: (Depending upon area of assignment)

Performs AutoCAD drafting of transmission and distribution plans and drawings, sub-station electrical circuits and structures.

Coordinates data for interface with city's GIS system.

Collects information and data.

Makes engineering computations, prepares construction standards, plans, drawings and statistical reports.

Processes Joint Pole authorizations, billing and maintains related records.

May coordinate records of cable and wire installed throughout the system.

May maintain and verify transformer database.

Prepares reports, as needed relating to system statistics, plant inventory, circuits and streetlights.

Prepares maps and drawings for work orders and maintains work order files for electrical distribution systems, substations and street lighting systems.

May provide support to the distribution primary analysis database maintenance program.

Assists in preparation of electrical circuit diagrams, databases, specifications and material standards.

Assists in preparation of program budget and related reports.

Supervises the filing and electronic recording of plans and maps.

May train and supervise lower-level drafting personnel.

May make field checks of project sites or survey area to gather field data.

Prepares a variety of special electrical engineering related reports, billings, and studies.

AutoCAD drafting, preparation and maintenance of data bases, processing of bills, graphs, maps, plans and invoices, closing and mapping work orders, maintaining record drawings.

Performs other job-related duties as required.

Minimum Requirements

Experience: Equivalent to experience comparable to a Senior Utilities Engineering Aide.

Knowledge of: Advanced CAD drafting principles, personal computers and related software applications; ArcInfo/GIS electronic database and spreadsheet software and applications; methods and materials in the construction of public utilities facilities; utilities engineering policies and regulations governing the construction, extension and maintenance of systems and facilities associated with electrical utilities; methods and techniques of electrical engineering, drafting, mapping and estimating; supervisory techniques.

Ability to: Perform technical calculations and provide reliable information for electrical engineering problems; communicate effectively, orally and in writing; perform complex engineering calculations with speed and accuracy; prepare complete computer aided drafting plans and estimates of electrical and utility projects; perform electrical computer aided drafting and assist in design work including maps, sketches, plans, graphs, charts, and other related materials; train and provide direction to employees.

License and/or Certification Required: Possession of a valid California Driver's License.

Physical Requirements: Use a computer terminal to perform drafting functions.

Supervision Received: Works under technical and administrative supervision of the Engineering Support Supervisor. Work in progress and completed work is reviewed periodically by Electrical Engineering Design and Engineering staff.

Supervision Exercised: May provide training and lead supervision to Utilities Engineering Aides but does not hire, evaluate, or dismiss employees.

Career Ladder Information: Experience in this class supplemented by additional training may serve to meet minimum requirements for promotion to Engineering Support Supervisor or Electrical Systems Designer.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

10/1/85 - Revised R. Andersen & Assoc.

9/90 - Revised - C. Harris

7/01 - Revised - V. Kilmurray

Former Class Title - Principal Electrical Engineering Aide

Doc: CS1047