

Class Code: K14  
CITY OF ANAHEIM  
Class Specification

Classification:  
SENIOR UTILITIES ENGINEERING AIDE

Definition: Under moderate supervision, to perform responsible sub-professional electrical drafting work.

Typical Duties:

Performs computer aided or manual drafting of substation electrical circuits and structures.

Collects information and data.

Prepares and revises water or electrical system construction standards.

Makes initial contact with customers and discusses basic information pertaining to electric service requirements.

Performs electrical drafting and circuit mapping.

Maintains and verifies records and inventory of electrical utility material required for work orders.

Prepares substation electrical material lists, cable pulling schedules and drawing lists.

Restores and constructs new electrical drawings by dissecting photo negatives, modifying and distributing substation blueprints, circuit prints and switching maps.

Tests high voltage cable for conformity to IPCEA and NEMA mechanical standards.

Conducts special projects and assignments.

Provide lead supervision to lower-level drafting personnel.

Assists in training of Utilities Engineering Aides.

Prepares and revises primary meter and consumer substation drawings.

Performs responsible electrical drafting work and assist in major design work.

Performs other job related duties as required.

Minimum Requirements:

Experience: Equivalent to electrical drafting experience comparable to an Utilities Engineering Aide.

Knowledge of: Drafting principles, method, techniques, CAD, personal computers and related software applications; Electrical engineering, mapping and engineering drawing; Utilities engineering policies and procedures; Construction, extension and maintenance of public utilities systems and facilities; Principles and practices of electrical engineering; Methods and materials used in the construction of public utilities; Methods and techniques of engineering and estimating; Development requirements fees.

Ability to: Perform engineering calculations using algebra and trigonometry with speed and accuracy; Use and care for engineering and drafting instrument and equipment; Establish and maintain effective working relationships with others; Prepare plans and estimates of routine public utilities projects; Follow oral and written instructions; Draft electrical maps, plats, sketches, plans, graphs, charts, and other related materials using a CAD system, with moderate supervision.

Note: Possession of a valid California Driver's License.

Supervision Received: Works under technical and administrative supervision. Work in progress and complete work is reviewed continuously by the Principal Utilities Engineering Aide, or Assistant and Associate Engineer-B.

Career Ladder Information: Experience in this class may serve to meet minimum requirements for promotion to Principal Utilities Engineering Aide.

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  
Former Class Title - Senior Electrical Engineering Aide  
Doc: CS1075