

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: M42

CLASSIFICATION: Apprentice Utilities Systems Operator

DEPARTMENT: Public Utilities – Electric Services

CLASS DEFINITION: Works under close supervision to acquire journey level Utilities Systems Operator skills through on the job training and supplementary education.

SUPERVISION RECEIVED AND EXERCISED:

Works under direct and technical supervision of a Utilities Systems Operator who makes assignments and constantly reviews work.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS: Responsibilities and duties may include, but are not limited to, the following:

Perform a variety of semi-skilled and skilled duties in assisting journey level Utilities Systems Operators in the distribution of electricity.

Apprentice Program duties include:

Step 1 - Six Months - Under moderate supervision, operate electrical high voltage and low voltage switch gear including power circuit breakers, gang operated and individually hook stick operated disconnects, protective devices, metering devices, switchboard controls and auxiliaries; write and review switching programs; and operate Supervisory Control and Data Acquisition System (SCADA).

Step 2 - Six Months - Under moderate supervision, answer phone calls related to customer reports of trouble, initiating and coordinating appropriate action, responding to inquiries of the public and other divisions.

Step 3 - Six Months - Under minimal supervision, perform routine operating duties and assist the Utilities Systems Operator at the Control Center.

Step 4 - Six Months - Under minimal supervision, perform a variety of skilled and semi-skilled duties associated with the operations of the Utilities Department Electrical Systems.

Step 5 - One Year - Under minimal supervision, monitor, direct and maintain an effective and efficient operation of the electric system.

JOB RELATED QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are as follows:

Experience: Some experience in electric systems operations is desirable.

Knowledge of: Basic principles of electricity and physics as applied to electrical systems.

Ability to: Communicate clearly on a one to one basis; use radio and telephone equipment; see and read gauges, trouble lights and switch board buttons; recognize and distinguish colors; effectively solve emergency problems; think clearly, logically and act decisively and appropriately in emergency situations, and follow appropriate safety procedures.

License/Certification Required: Possession of a valid California Class C Driver's License by date of appointment.

WORKING CONDITIONS:

Environmental Conditions: Ability to work in excessive heat/cold; dirt/dust; grease/oil; inclement weather; and in close proximity of live electricity.

Physical Conditions: Corrected vision sufficient to clearly see and read gauges, trouble lights and switch board buttons; recognize and distinguish colors; stand, walk, use both arms and hands to handle large switching devices; lift objects up to 50 pounds and carry them 50 feet, and traverse all types of terrain in inclement weather.

OTHER:

FLSA Designation: Non-Exempt

Unit Designation: International Brotherhood of Electrical Workers, Local 47 (IBEW)

CAREER LADDER INFORMATION: Successful completion of the Apprenticeship program will result in promotion to Utilities Systems Operator.

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 inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

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