

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: 029

CLASSIFICATION: **Apprentice Substation Electrician**

DEPARTMENT: **Public Utilities**

CLASS DEFINITION: To acquire the skills of a journey level Substation Electrician through on-the-job training and supplementary education.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level classification where incumbents participate in a formal apprenticeship program.

SUPERVISION RECEIVED AND EXERCISED:

Work under the immediate supervision of journey-level Substation Electrician or Substation Electrician Supervisor who makes assignments and reviews work closely as required depending on the step level in the Apprenticeship Program.

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

Perform a variety of semi-skilled duties in assisting Substation Electricians in the installation, testing, rebuilding and maintenance of substation equipment and underground vaults and consumer substation equipment.

Climb towers and racks up to heights of approximately 70 feet to perform maintenance of equipment mounted on the towers and racks.

Work in elevated positions from aerial lifts and substation structures.

Operate boom trucks, forklifts, motorized pumps, specialized electronic testing equipment and other equipment.

Perform related duties and responsibilities as required.

THE APPRENTICE PROGRAM DUTIES:

Step 1 – First six months – Under the close supervision of a Substation Electrician, may perform construction, testing and maintenance tasks on de-energized substation and consumer substation equipment, including splicing and terminating synthetic underground cable.

Step 2 – Second six months – Continue to perform same duties and in addition may work on energized AC and DC circuits of up to 240 volts.

Step 3 – Third six months – Continue to perform same duties and in addition may work on energized AC and DC circuits of up to 750 volts.

Step 4 – Fourth six months – May perform routine duties on AC and DC circuits up to 750 volts without supervision. Under the close supervision of a Substation Electrician, may use protective equipment and hot line tools on energized high voltage electrical equipment.

Step 5 – Twelve months – Continuation of duties as in Step 4 to raise performance levels to those required to become a journey level Substation Electrician.

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:

Knowledge of: Basic principles of electricity.

Ability to: Learn the duties of the substation electrician trade; establish and maintain effective working relationships; work from elevated positions to 70 feet in height and around energized high voltage electrical equipment; and follow written and verbal instructions. Attend evening classes as outlined in the Apprenticeship Agreement.

License/Certification Required: Possession of a valid Class C California Driver's License and the ability to obtain a Class A California Driver's License and a Hazardous Materials and Tanker endorsement certificate within one year of appointment.

WORKING CONDITIONS:

Environmental Conditions: Due to the nature of the work assignments, incumbents are exposed to live electricity; dirt, dust and other allergic substances and possibly to toxic and/or poisonous substances, including polychlorinated biphenyls (PCB's); work extended hours often at night and unclear varying weather conditions including stormy weather, wind and rain.

Physical Conditions: Due to nature of the work assignments, incumbents must have the physical ability to stand, sit, walk, use both hands, arms and legs, balance, stoop, repeatedly bend, twist and climb stairs and ladders, climb substation structures to heights of 70 feet, using aerial lift devices; repeatedly move wrists, and reach overhead. Must be able to lift 100 pounds, carry up to 50 pounds and push and pull up to 200 pounds; work in elevated positions in close proximity to high voltage equipment; work in confined and underground spaces; and have good vision with visual color discrimination in order to determine color wire and insulators.

OTHER:

FLSA Designation: Non-Exempt

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

CAREER LADDER INFORMATION: Experience in this class and satisfactory completion of step five of the apprenticeship and all related courses outlined in the Apprenticeship Agreement will result in promotion to Substation Electrician.

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.

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Revised 5/1986 – Michael Nash & Company
Revised 3/1989 – L. Harvey
Revised 7/2004 – E. Cruz
Revised 3/2008 – C. Stewart
Revised 3/2010 – B. Gibb