

# **City Electrician**

Open Competitive Examination

## **THE POSITION**

The City of San Fernando is seeking an experienced and responsible professional to become a full-time City Electrician in our Public Works Department.

The individual will be responsible for the preventive/emergency maintenance/repair of City traffic signals, street lights, signage and their related systems; oversees the work of contractors; performs routine maintenance, repair and calibration of water-related electrical systems/communication networks. Assignments are broad in scope, requiring significant independent decision making and impact on department success. This position reports to the Public Works Operations Manager.

## **IMPORTANT AND ESSENTIAL DUTIES**

Duties may include, but are not limited, to the following:

- Provides input to the annual budget; makes purchases and other expenditures in accordance with City procedures and monitors performance against the annual budget; participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards; prepares and maintains a variety of records and reports.
- Inspects, tests for malfunctions and performs scheduled maintenance of traffic signal equipment; diagnoses malfunctions; adjusts and replaces electronic and mechanical equipment and parts; makes field repairs of damaged equipment; replaces lamps in signals and cleans reflectors and cabinets on a rotating schedule.
- Provides lead work direction to a crew assigned to complete construction and major repair work orders of traffic signal and street lighting equipment; inspects and determines extent of damage; estimates labor and materials; investigates complaints and reports of signal malfunctions; adjusts, repairs or removes defective equipment; lays out work on project sites; sets up traffic safety zone cones and barricades; inspects traffic signal construction and installation projects performed by contractors to ensure conformance with specifications and applicable code provisions.
- Oversees the maintenance, repair and installation of traffic and directional signs throughout the City; assigns work orders and inspects completed work.

## **IMPORTANT AND ESSENTIAL DUTIES (continued)**

- Tests, troubleshoots, installs, calibrates and performs preventive, corrective and predictive maintenance on a variety of complex electrical and/or electronic instruments and devices and 120/240 volt services; replaces hardware, circuit boards, power supplies and other components in street lights and at well sites, city buildings, and park facilities.
- Installs, upgrades and enhances electrical systems and sub-systems, including conduits, wiring, optical fibers, pull boxes, switchboards, controllers and switches; installs and maintains motors and controls up to 480 volts; may perform higher-voltage terminations and splices.
- Uses a variety of specialized tools and devices such as hand-held programmers and calibrators, process meters, signal generators, loop and pressure calibrators, frequency counters, digital and analog Volt-Ohm meters, oscilloscopes, rotation meters, power quality monitors, logic analyzers, amp meters, induction meters, computers, digital analyzers, milliamp simulators, motor winding testers, power tool fault analyzers, cable/conduit locators and other specialized test equipment.
- Acts as a liaison with other public utilities and agencies on electrical matters including Southern California Edison, Metrolink and Union Pacific; identifies lines, coordinated projects and represents the City in meetings.
- Works from and operates a bucket truck; operates electrical instruments and hand/power tools commonly used in the work; checks pre-operating condition of vehicles and equipment to ensure proper and safe working condition; ensures proper loading/unloading of tools and equipment; cleans and maintains tools/equipment.
- Plans work from and maintains records in the form of blueprints, drawings, sketches, plans and specifications, using traditional and electronic media tools/techniques, for industrial electrical and instrumentation equipment and devices.
- Oversees electrical safety training for the department; enforces the maintenance of safe working conditions and ensures safe work practices are followed by staff.
- Creates and maintains records of inspections, work history on equipment including repairs completed and time worked; ensures files are maintained in compliance with department policies; prepares informational and statistical reports as needed.

## **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

### **KNOWLEDGE OF:**

- Basic uses of Supervisory Control and Data Acquisition (SCADA) control instrumentation.
- National Electrical Code and relevant state and federal regulations.
- Safety policies, procedures and safe work practices applicable to assignment, including OSHA regulations, confined-space entry, arc flash safety, and lockout/tagout procedures.
- City human resources policies and labor contract provisions.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

### **ABILITY TO:**

- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions/recommendations in accordance with laws, regulations, rules and policies.
- Present proposals and recommendations clearly, logically and persuasively.
- Establish and maintain effective working relationships with all those encountered in the course of work.

## **EXPERIENCE AND TRAINING GUIDELINES**

A typical way to obtain the knowledge, skills, and abilities would be the following:

**EXPERIENCE:** Seven years of progressively responsible experience in journey-level traffic signal installation, maintenance and repair. Experience in a public agency is preferred.

**TRAINING:** Graduation from an accredited vocational trade school or electrical apprenticeship program.

**SPECIAL REQUIREMENTS:** Must possess a valid California Class C driver's license upon appointment, and as a condition of continued employment, as well as maintain insurability under the City's vehicle insurance program.

International Municipal Signal Association Certification as a Traffic Signal Technician II level is required. Level II is highly desired.

**PHYSICAL REQUIREMENTS:** Essential duties require the following physical abilities and environmental conditions:

Ability to sit, walk, and stand for long periods; stoop, kneel, bend at waist, crouch/crawl, smell, and reach with hands/arms; feel and handle objects using hands and fingers; operate tools or controls using hands and fingers; perform repetitive movements with hands and wrists; climb/balance on ladders or stairs; frequently required to lift up to 50 pounds and occasionally lift and /or move up to 100 pounds; specific vision abilities required include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus; frequently exposed to fleet shop conditions, where noise level may be loud and there is exposure to fumes and hazardous chemicals or materials.

## **SALARY AND BENEFITS**

**\$53,472 - \$66,252 per year**

**RETIREMENT:** Public Employees' Retirement System (PERS), 3% @ 60 and 2% at 55 formulas for Classic members, depending on hire date; and 2% @ 62 for PEPRA members. All are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

**MEDICAL INSURANCE:** For full-time employees hired on or after 6/18/18, City shall implement a full flex Cafeteria Plan, and applicable employees shall receive a monthly flex dollar allowance to apply toward medical, dental, and vision benefits offered through the City insurance plans.

**LIFE/AD & D INSURANCE:** City pays for \$50,000 term life/AD & D insurance policy. Additional voluntary purchase (at group rate) of up to \$100,000 for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

**VACATION LEAVE:** Accrual varies based on years of service, and ranges from 10 days (80 hours) per year for 0-4 service years to 20 days (160 hours) for 15 service years or more.

**SICK LEAVE:** 12 days per year- Maximum accumulation of 100 days (800 hrs.) – Accumulation in excess of the maximum is paid at the end calendar year at the rate of 35% of the employee's regular rate of pay.

**HOLIDAY:** 12 Paid holidays per year.

**UNIFORM ALLOWANCE:** Uniforms are provided and replaced where applicable, as per Department requirements.

**OVERTIME:** Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

**CALL BACK TIME:** Any general employee called back to work other than as a continuation (immediately preceding or following) of their regular established work schedule, will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. The minimum period to be compensated for call backs shall be 2 hours.

**BILINGUAL BONUS:** \$50 Bilingual pay per month to eligible employees.

**LONGEVITY:** 3% longevity salary increase after 10 years of continuous service. Additional 1% after 20 years and 1% after 30 years.

**TUITION REIMBURSEMENT:** City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year.

## **APPLICATION PROCESS**

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications, and late applications will not be considered. All applications are screened for relevant education, experience and/or licensing requirements. Those persons most qualified may be required to compete in any combination of written, oral, or performance examinations. Candidates who successfully pass the examination process are placed on an eligibility list. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the city's designated physician, at city expense.

You may download an application online at [www.sfcity.org/personnel](http://www.sfcity.org/personnel) or pick up in person at the specified address below. Completed applications must be received in the Personnel Division on or before **Monday, December 7, 2020, at 5 pm** (postmarks will not be honored).

Please forward all correspondence to:

***CITY OF SAN FERNANDO  
PERSONNEL DIVISION  
117 MACNEIL STREET  
SAN FERNANDO, CA 91340***

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## **INVITES APPLICATIONS FOR**

### ***City Electrician***

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### **SALARY**

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(Plus Excellent Benefits)**

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December 7, 2020  
@ 5 pm**