

City of South San Francisco  
Human Resources Department

## **Assistant Electrical Technician**

### Class Description

#### **Definition**

Under supervision, performs a wide variety of semi-skilled electrical work in the installation, repair, and maintenance of traffic signals, street lighting, and other electrical wiring of equipment and devices; does related work as assigned.

#### **Distinguishing Characteristics**

This is a trainee position in the electrical crew with responsibilities to assist the higher-level positions and perform semi-skilled electrical maintenance and repair work. Incumbents must gain proficiency and attain the skills necessary to function at the next higher-level within three years from appointment. This proficiency is demonstrated by passing an examination. Incumbents who meet the education and experience requirement for the next higher-level classification will be permitted to test for the higher-level position after having completed at least 12 months of employment. Incumbents who fail the examination will be permitted one retest opportunity, and will be released from employment or returned to their last permanent position with the City of South San Francisco provided it is at the same or lower level after having failed the examination a second time.

#### **Typical and Important Duties**

1. Assists in the installation, replacement, and repair of traffic signals and street lighting.
2. Assists and performs minor in-house electrical repairs.
3. Digs trenches; places and removes concrete.
4. Uses jackhammer, asphalt saw, compressors, pipe benders, threaders, and other tools and equipment as necessary.
5. Cuts asphalt; assists in installation and repairs of loop detection for traffic signals.
6. Works unusual hours in emergencies and be available on an on-call basis.
7. Incumbents will be required to work frequently at a considerable height above the ground.
8. Performs related duties and responsibilities as assigned.

#### **Job-related Qualifications**

##### *Knowledge of:*

- Tools, equipment, techniques, and materials used in performing skilled and semi-skilled electrical repair and maintenance.
- Basics of electricity as related to operation of traffic signals, fire alarms, and street lighting.
- Operation and maintenance of small electrical motors and mechanisms, such as those used in traffic signal systems.

- Occupational hazards and safety practices and procedures related to the work.
- Techniques for dealing with the public, City staff, and representatives of contractors in an effective manner.

*Ability to:*

- Learn to diagnose and repair faulty electrical wiring systems.
- Learn to read and interpret blueprints, diagrams, and schematics.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative working relationships with other employees and the general public.
- Use small hand tools and shop equipment necessary to repair electrical equipment.
- Perform heavy physical and manual labor.
- Acquire a general knowledge of division policies and procedures as related to electrical operations.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Driving a variety of vehicles safely.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* One year of general construction or maintenance work experience, preferably in electrical installation, maintenance, and repair.

*Training:* Equivalent to graduation from high school.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California commercial driver's license, with proper endorsements and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; lift and carry 75 pounds; dexterity to drive trucks and large vehicles; distinguish among various colors; distinguish various computer generated auditory signals; use common hand tools; vision to read printed materials, a computer screen, and to test equipment in varied field settings; hearing and speech to communicate in person and over the telephone.

*Work Environment:* Work in a shop and field setting; exposure to inclement weather, cold, heat, noise, outdoors, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, mechanical hazards, electrical hazards, and explosive hazards; work from a height of up to 100 feet above ground.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for evening meetings; available for unusual hours in emergencies.

Approved:	April 1994
Revised Date:	April 1995; December 2001, January 2003, June 2003
Former Titles:	
Abolished:	
Bargaining Unit:	AFSCME
ADA Review:	1994/95, 2003
DOT:	Yes
Physical:	Class 2
Status:	Classified/Non-exempt
EEOC Category:	EF12/EJ3
Job Code:	A120

**ADA Documentation of Essential Duties**

1. SAE
2. SAE
3. SAE
4. SAE
5. SAE
6. MAE
7. SAE