



CITY OF GLENDALE
Human Resources Department
613 E. Broadway, Room 100
Glendale, CA 91206
<http://www.glendaleca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Electrical Test Technician II**

An Equal Opportunity Employer

SALARY: \$5,235.00 - \$8,477.00 Monthly

OPENING DATE: 06/04/18

CLOSING DATE: Continuous

FLSA STATUS: Non-Exempt

EXAMINATION TYPE: Promotional and Open Examination

PROBATIONARY PERIOD: Six months

PERS/PARS CONTRIBUTION: The applicable retirement contribution (PERS/PARS) is deducted from the listed salary/wage for employee's retirement benefits.

THE POSITION

Under direction, this journey-level classification performs complex electrical/electronic and mechanical work in a water and power system.

Essential duties of the job include, but are not limited to, the following:

General Duties:

Tests instrument transformers and applies correction factors to watt-hour meter calibration.

Tests safety equipment such as rubber gloves, blankets, line hoses, hotsticks, and miscellaneous rubber goods using high voltage test equipment in accordance with established procedures for safety.

Tests and repairs hazardous atmosphere detectors. Repairs and calibrates various types of test equipment. Performs acceptance tests on new distribution transformers to determine losses and compliance with specifications.

Researches and requisitions supplies and maintains adequate stock levels.

Keeps current on new products and their suitability. Maintains liaison with manufacturers and vendors supplying equipment used by the test section.

Develops test procedures, oversees and performs complex testing, troubleshooting, maintenance, installation and calibration of protective and control relays, transducers, recorders, SCADA Supervisory Control Systems and related devices used in substations, pumping stations, and the Power Plant.

Completes necessary documentation of instrument maintenance and testing in accordance with GWP operating policies and procedures.

Maintains security systems within substation network.

Tests, repairs, calibrates and maintains new equipment such as instruments, relays, meters, motors, transformers, regulators, boosters, switchgear and related equipment.

Performs field load surveys and conducts load tests on transformers, motors, and other equipment.

Prepares reports on meter conditions, diversion or wire tampering.

Submits reports for engineering purposes.

Conducts fault location testing of underground cables utilizing all available techniques.

Performs acceptance tests on new equipment, proof tests on equipment, and overall phasing of protection circuitry and connection verification tests of new stations before placing in service.

Keeps accurate test records.

Sets up and operates engraving equipment.

Installs, programs, tests, and troubleshoots AMI meters, GPS and AMI antennas, and network interfaces.

Drives on City business.

Ensures Department services are provided with the highest customer service and ethical standards.

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Assumes responsibility for ensuring the duties of the position are performed in a safe efficient manner.

Performs other related duties as assigned or as the situation requires.

Shop Duties:

Tests, calibrates, programs, and maintains protective relay and monitoring devices and appurtenance. Downloads and analyzes system events and relay targets. Performs testing to meet North American Electric Reliability Corporation (NERC) and Western Electricity Coordinating Council (WECC) reliability requirements.

Disassembles, cleans, and reassembles watt-hour meters, replacing bearings, terminals, bases, pinions, shafts, burned coils, registers, and other parts as needed utilizing trouble-shooting techniques and operating electrical testing equipment, including special totalizing applications.

Tests and calibrates single-phase and poly-phase electro-mechanical and electronic watt-hour meters. Conducts field-testing, changing, and installation of both self-contained and transformer rated watt-hour meters.

Uses computerized calibration equipment.

Reads demand meters. Keeps accurate records of inspections and test results.

Determines proper watt-hour meter type and application. Installs watt-hour meters, instrument transformers, wiring, and associated devices in customers' switchgear. Reads and calculates results for pulse type meters used on large electrical services. Ascertain proper operation of equipment and smart grid devices pertaining to Advanced Metering Infrastructure (AMI).

Paints miscellaneous equipment.

Performs other shop duties as assigned or as the situation requires.

Field Duties:

Investigates and resolves customer electric billing and service complaints. regarding high or low bills, radio or television interference, E.M.F., R.F., or other consumer problems.

Reports on problems with service and metering.

Investigates energy diversion cases.

Determines proper billing rates for electrical service. Determines customer loads and applies as a billing factor.

Performs testing on Fiber Optic cable.

May act as field electric troubleshooter as needed.

MINIMUM REQUIREMENTS

Knowledge, Skills & Abilities

Knowledge of:

Applicable safety rules, practices and procedures for high voltage equipment.

Basic electrical system theory and characteristics.

Electronic/electrical test, calibration, and instrument repair procedures.

Knowledge of and skill in:

Exceptional customer service practices.

Ability to:

Develop the necessary skills from on-the-job training and meet the standards of performance for the classification by the end of the probationary period.

Discern colors.

Effectively communicate in English, and provide good customer service to people doing business with Glendale Water and Power.

Establish and maintain smooth and effective working relationships and resolve interpersonal conflicts.

Model and practice the highest standards of ethical conduct.

Operate all test equipment used in conjunction with the testing, calibrating, and repairing functions.

Provide exceptional customer service to those using the Glendale Water & Power.

Read, write, and understand directions in English.

Safely lift up to 50 pounds.

Safely operate a motor vehicle, industrial fork lift trucks, and manual lift equipment.

Utilize Microsoft Office software programs, including Word, Outlook, and Excel.

Other Characteristics

Willingness to:

Work overtime as requested.

Assume responsibility for maintaining a safe working environment.

Work in close proximity to high voltage.

Work the necessary hours and times to accomplish goals, objectives and required tasks.

Experience

Four years experience at the level of Electrical Test Technician I or equivalent.

Experience working in a public utility is highly desirable.

Education/Training

Graduation from high school or attainment of GED or CHSPE certificate.

Twenty units of college or trade school courses in electronic/electrical theory, math, or physics.

License(s)/Certification(s)

Valid Class C California driver's license.

Promotional Eligibility

Any City of Glendale employee who meets the minimum qualifications for this position, has completed probation or six months of City employment and is occupying a permanent full-time classification on file in the Human Resources Office. Hourly City employees may be considered, provided that they furnish proof of continuous employment immediately preceding the final filing date, which would equal a minimum of six months of full-time service or 1040 part-time hours. (Civil Service Rule VIII 4-E).

Note

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

SELECTION PROCESS

The examination will consist of an evaluation, a written exam, and an oral interview, with the evaluation as a qualifying steps, written – pass/fail, and oral interview - 100%. Approximately the top 15 scoring candidates who achieve a minimum passing score of 70.00% on the written exam will be invited to the further stages of the examination process. Candidates must pass each exam component with a minimum score of 70.00% in order to be placed on the eligible list. All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the oral examination. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. The selected candidate will be subject to a background investigation including LiveScan fingerprinting. TIME AND PLACE OF THE EXAMINATION WILL The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.glendaleca.gov>

Job #18-00112
 ELECTRICAL TEST TECHNICIAN II

Electrical Test Technician II Supplemental Questionnaire

- * 1. The position you are applying for is a promotional/open position for current City of Glendale employees as well as for the general public. If you are a current City employee, please enter your City of Glendale Employee ID Number. If you are not a current City Employee, please write N/A

- * 2. Do you possess a California Class "C" Driver's License?
 - Yes No

- * 3. Are you a high school graduate or have you passed either a proficiency exam or the GED test?
 - Yes No

- * 4. Do you possess at least four years of formal experience in performing moderately complex electrical testing and instrument repair work of electric, electronic and mechanical equipment and devices used in utilities?
 Yes No

- * 5. If your answered to question #4 is yes, please provide details of your experience. If you answered no, please mark N/A.

- * 6. Have you successfully completed at least twenty units of college or trade school courses in electronic/electrical theory, math, or physics?
 Yes No

- * 7. If your answer to question #6 is yes, please list the course titles, dates and names of the financial institutions where you completed the courses. If you answered no, please mark N/A.

- * 8. How did you FIRST learn about this position?
 - City of Glendale Website
 - Visited Human Resources in person
 - Currently a City employee
 - Friend or relative
 - Saw job posting somewhere
 - GTV6
 - Twitter
 - Other

- * Required Question