

**CITY OF OBERLIN JOB DESCRIPTION
TECHNICIAN I**

Title:	Technician I	Department:	OMLPS/Electric Department
Supervisor:	Technical Services Superintendent	Positions Supervised:	N/A
Status:	Full-Time	Civil Service Status:	Classified/Non-Competitive
FLSA Status:	Non-Exempt	Exemption Category:	N/A
Bargaining Unit:	IBEW	Pay Grade:	Per IBEW Collective Bargaining Agreement
Schedule:	Regular business hours; some evenings and weekend hours as needed.		

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

The Technician I is responsible for the operation, maintenance and routine construction of the electric technical services system.

The Technician I shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Technician I shall demonstrate leadership and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

- High school diploma or equivalent; Associates Degree in Electrical or Electronics curriculum; and five (5) years experience as a utility electric technician; or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job
- Valid State of Ohio Driver's License
- Valid Ohio Class "A" Commercial Driver's License within one (1) year of hire date

An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Supervision:

Works under the supervision of the Technical Services Superintendent. Occasionally supervises work of the Technician II.

Duties and Responsibilities:

- Install, maintain and repair substation equipment including; but not limited to, air and gas breakers, protective relays, regulators, transformers, capacitors, battery systems, ground grid, excavation, steel construction, concrete work, duct work, pulling and terminating of power cables
- Install, test, maintain and operate transmission, distribution and generation Supervisory Control and Data Acquisition (SCADA) equipment
- Install, test, maintain and repair single phase, three phase, self-contained and transformer-rated metering equipment
- Operate and maintain automated meter reading system and ensure metering systems are accurate and reliable
- Troubleshoot, diagnose and repair electric supply components, control components, rotating equipment and structural/auxiliary equipment
- Design, install and maintain all AC/DC control wiring devices
- Provide technical support to Distribution Division, Generation Division and Energy Services and Sustainability Division, as necessary
- Create and maintain system maps, one-line drawings and other system control diagrams in AutoCAD
- Install, maintain and operate utility computer networking hardware/software, information technology equipment, fiber optic network and cyber security systems
- Assist with live line switching and sectionalizing for distribution load management and power failures
- Assist Technical Services Superintendent to identify problems/propose solutions, monitor work flow, review and evaluate work methods and identify resource needs
- Participate in emergency standby rotation and ensure that trouble calls are handled promptly and skillfully
- Assist in the engineering, design, layout and procurement of materials and equipment for technical systems maintenance and construction work
- Install, maintain and repair traffic signal and associated traffic control and emergency backup systems
- Maintain, inspect and properly store vehicles, tools, materials and equipment and report any deficiencies to the Technical Services Superintendent
- Operate test equipment including; but not limited to, calibration equipment, phase and rotation meters, ammeters, ohmmeters, voltmeters, hi-pot adaptors, meggers, TTR, etc.
- Operate equipment for the construction and maintenance of technical services system including; but not limited to, power construction equipment, measuring devices and power tools
- Prepare, pour and finish simple concrete projects
- Perform tree trimming, brush cutting and mowing for substation maintenance and system access
- Liaise with Utility Billing Office to process metering reading, check reads, customer utility orders, customer delinquency orders, high bill complaints, etc.
- Assist with electric warehouse operations including; but not limited to, shipping and receiving, stocking material, issuing material and inventory reconciliation
- Perform maintenance and general housekeeping of electric buildings, facilities and grounds
- Participate in training programs, seminars to advance job knowledge, safety and equipment operation
- Comply with all job safety requirements and applicable OSHA safety standards pertaining to essential job functions
- Shall be available, as required, to handle unusual or emergency situations
- Perform other related duties as assigned

Required Knowledge, Skills and Abilities:

- Knowledge of general theory and work practices of electrical power distribution and transmission system design, system protection, system security, construction and maintenance
- Knowledge of equipment and materials used for electric distribution and transmission system construction, maintenance and repair work
- Knowledge of work methods, occupational hazards and safety codes in performing technical services operations and maintenance work
- Knowledge of technical services tools and equipment, including their designs, uses, and repair and maintenance procedures
- Knowledge of electric transmission and distribution system used by the City
- Working knowledge of personal computers and software applications
- Effective communication, math and interpersonal skills
- Ability to perform strenuous physical work, including the installation and maintenance of the distribution system
- Ability to sit, stand and walk on uneven terrain for long periods of time, to work out of bucket trucks, to climb ladders and utility poles using correct safety procedures and equipment, and to perform work in elevated and reaching positions, occasionally withstanding extreme weather conditions
- Ability to operate, inspect and maintain a variety of materials and equipment used in the electrical industry in the performance of work as a technician
- Ability to read and interpret electrical drawings, maps, schematics and wire drawings as required to operate and maintain the technical services system
- Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals
- Ability to interact courteously and professionally with the general public and to establish and maintain cooperative working relationships with those contacted during the course of work
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations, as required, in support of goals

Licenses and/or Certifications:

- Valid State of Ohio Driver's License
- Valid Ohio Class "A" Commercial Driver's License (within 1 year of hire date)

Work Environment:

Work is performed both indoors and outdoors, sometimes in inclement weather conditions. Hand-eye coordination is necessary to operate hand and electrical tools and equipment, as well as to operate personal computers and other office equipment as needed. May walk on uneven or steep ground and may be exposed to electrical hazards; high temperatures.

Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Employee Signature/Date

 7/27/15

Human Resources Signature/Date

 7/27/15

Appointing Authority Signature/Date

Supervisor Signature/Date

 7-27-15

Law Director Signature/Date

 7/24/15

Reviewed by Civil Service Com.: N/A

Reviewed by City Council: N/A