

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

1/14/2010

UTILITY PRE-CRAFT TRAINEE, 1110

Summary of Duties: Assists journey-level or skilled workers while receiving training in a wide range of craft skills to gain proficiency and aid in their ability to qualify, pass, and promote to regular full time craft and ultimately skilled craft jobs. The Utility Pre-Craft Trainee serves as a feeder class to skilled craft classes within the Los Angeles Department of Water and Power (LADWP). The work may involve exposure to the following: operation, maintenance, installation, and/or repair of equipment and systems in the electric distribution, transmission, and generating systems or in water quality operations maintenance, repair or distribution, and related work.

Distinguishing Features: This class provides trainees with rotational on-the-job practical training, classroom training, home study, and other related training. After six months of training in this class and a satisfactory performance rating, incumbents may be eligible to take the civil service exams for positions in the following targeted entry-level classes: Electrical Craft Helper, Electrical Mechanic, Electric Station Operator, Steam Plant Assistant, Water Treatment Operator, Water Utility Operator, and Maintenance and Construction Helper. Qualifying for some of the skilled craft classes may require additional off-work training and completion of certification and/or state license.

An incumbent of this class performs a wide variety of tasks under close supervision of a journey-level or skilled craft worker and is expected to develop the skills and aptitude necessary to perform the more detailed and challenging tasks, which will enable the incumbent to promote into one of the targeted job classes indicated above. Positions in this class will be hired as exempt employees.

In addition to on-the-job training, a Utility Pre-Craft Trainee will be required to complete basic electrical and mechanical courses at an approved educational institution such as the Los Angeles Trade Tech and/or a Department-owned and operated training facility, and obtain appropriate continuing education units for applicable courses.

Example of Duties:

- Under the direction of a trainer, journey-level or skilled craft worker, performs work in connection with the operation, maintenance, installation, and/or repair of equipment and systems in the electric distribution, transmission, and generating systems or in water quality operations, maintenance, repair or distribution;
- As a trainee, performs work ranging from accompanying the trainer and observing the work to actual performance of tasks that demonstrate proficiencies and skills; and

- As a trainee, performs both manual and semi-skilled work under supervision and in a structured learning/training environment. Examples of manual and semi-skilled work are: preparing materials, tools and equipment, assembling/disassembling, cutting, soldering, drilling, moving, replacing, cleaning, stacking, adjusting, digging, loading/unloading, wiring, and other related duties.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A Utility Pre-Craft Trainee must have the following knowledge and abilities:

Knowledge of:

- Simple arithmetic and spatial relationships; and
- Basic safety practices and procedures.

Ability to:

- Learn and perform a variety of craft skills under supervision and within a structured learning environment;
- Understand and follow written and oral instructions;
- Safely use and operate small hand tools, small power equipment and gasoline engines; and
- Learn and retain information.

Requirements: A Department of Water and Power Work Readiness Certificate.

License: A valid California Driver's License may be required.

Physical Requirements: Strength to perform average lifting up to 70 pounds and occasionally over 70 pounds; good hearing ability; good eyesight; and good balance and equilibrium involved in activities such as climbing and balancing under precarious conditions; arm, hand, and finger dexterity with both hands involved in activities such as reaching, handling, and feeling. Normal color vision may be required for promotion to certain apprenticeship or skilled craft positions.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.