

Summary of Duties: Works as a trainee under close supervision assisting journey level workers in installing and maintaining high- and low-voltage electrical and related equipment in electric generating stations and plants and in electric substations, including receiving, distributing, and customer stations; receives intensive classroom and on-the-job instruction and training; and does related work.

Distinguishing Features: Although an Electrical Mechanic Trainee performs production work on electrical and related equipment in electric generating stations, power plants, and substations, the primary purpose of this class is to train individuals to perform duties required of journey level Electrical Mechanics.

An employee of this class is distinguished from other classes that assist a journey level Electrical Mechanic in that the trainee receives extensive classroom and on-the-job instruction and is required to successfully complete an intensive course curriculum to acquire and demonstrate proficiency in all phases of the craft. Employment as an Electrical Mechanic Trainee is limited to four years in accordance with Civil Service Rule 5.30, during which time the trainee is expected to qualify for promotion.

An Electrical Mechanic Trainee is supervised by an Electrical Supervisor and is closely guided by a journey level Electrician.

Examples of Duties:

- * Works as a trainee under close supervision assisting journey level Electrical Mechanics in constructing, overhauling, repairing, testing, replacing, and inspecting low- and high-voltage equipment such as circuit breakers, transformers, voltage regulators, tap changers, capacitor systems, disconnect switches, insulators, bushing lightning arrestors, synchronous condensers, busses, battery chargers, automatic transfer switches, pumps, fans in electric generating stations, plants and substations.
- * Assists in constructing, maintaining, repairing, inspecting, and testing various types of control systems, including high- and low pressure air and hydraulic systems, electro-mechanical relay systems, solid state digital and analog controls, annunciation, and telemetering systems, remote controlled gates, yard lighting, fire detection and extinguishing systems, burglar alarms and other hard-wired power switchboards.
- * Assists in constructing, maintaining, repairing, and installing conduit, low- and high-voltage electrical cables, and voltage rectifier equipment.
- * As a trainee, performs activities ranging from carrying, lifting, holding, and assisting to the final stages of actual

performance of major tasks covering all phases of journey level work and requiring full skill level in the use of tools and equipment.

- * In various stages of training, works on energized high- and low-voltage lines, cables and equipment under the observation of a journey level worker and assists in securing clearances on energized lines, cables, and equipment when necessary to remove them from service.
- * Checks disconnect switches and applies grounds to prevent injuries during construction and repair operations.
- * Assists in determining when safe to work on equipment and when to return it to service.
- * Work with hazardous materials and waste.

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

Qualifications:

A general knowledge of:

- * Construction practices and the fundamentals of electricity.
- * Hazards relating to working on or near energized power lines, cables, or equipment.
- * Applicable safety precautions and first-aid practices.

The ability to:

- * Use hand tools skillfully.
- * Understand and follow written and oral instructions and training.

Minimum Requirements:

Six months of full-time paid experience as a helper in mechanical, electrical, or construction work is required for Electrical Mechanic Trainee.

Licenses:

A valid California driver's license and a good driving record are required.

Physical requirements:

Strength to perform average lifting of 35 pounds and occasionally over 70 pounds; body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling; arm, hand, and finger dexterity with both hands involved in activities such as reaching, handling, and feeling; good speaking and hearing ability and good eyesight.

Those with medical limitations may be able to perform the duties of this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

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 and responsibilities of any position shall be.