

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

5/22/08

ELECTRIC SERVICE REPRESENTATIVE, 7520

Summary of Duties: Provides information, guidance and coordination to Department of Water and Power customers and contractors, regarding electric power distribution design and construction activities and practices, and interpretation of rules and requirements; provides inspection of new and modified electrical distribution facilities and services; performs all design and inspection of single phase services up through 400 amperes where conduit construction in public property or pole dips are not required; investigates customers' complaints, services and equipment, and initiates corrective action for existing electric services; and does related work.

Distinguishing Features: An employee of this class is responsible for enforcing Department Rules on the installation, modification and use of electric services on customer premises, while maintaining favorable public relations, and for determining load conditions or defects in power lines, customers' electric services, and meters.

Employees in some positions have lead responsibility requiring direction of other employees of the same class, but are not full-time supervisors. Full-time supervision of this class is the responsibility of the class of Senior Electric Service Representative.

Examples of Duties: An Electric Service Representative:

- Inspects completed underground facilities for conformance to standard Department practice and state law;
- Notes and records hazardous conditions;
- Inventories equipment installed;
- Contacts customers and investigates complaints of faulty utility power lines, inadequate or impaired electric services;
- Performs a variety of field checks and load surveys to determine load on power line circuits;
- Surveys connected load on customers' electric services;
- Determines need for and prepares field orders recommending power line changes, electric service modifications, or meter repairs;
- Analyzes customers' load schedule, single line diagram and plot plans to determine load and metering requirements;
- Checks maps, charts, shop drawings and other records for data on customers' load and voltage conditions, location of service installations, and related information;
- For single phase services up to and including 400 amperes, analyzes customers' load and service requirements, enters job on a work management system, calculates and reports short circuit duty, prepares billing for charges as needed;

- Prepares correspondence, inspects service and sends field orders to construction districts; and
- As a lead Electric Service Representative, may direct and review work of employees engaged in the above work.

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

Qualifications: Incumbents must have the following knowledge and abilities:

Knowledge of:

- Principles of electricity pertaining to power distribution line construction, load and voltage control, and electric services, metering, and energy consuming equipment;
- Equipment, materials and practices used in the construction of underground and overhead power distribution systems, and in the installation and maintenance of electric services and meters;
- Common types and sources of power line voltage, service, and metering irregularities;
- Department Rules and electric rate schedules in accordance with Los Angeles Electric Rates (Ordinance No. 168436) related to residential and small general services sections and local and state laws applicable to underground and overhead power line construction and the installation, maintenance, and minor repair of meter panels;
- Overhead and underground electrical distribution systems in the City of Los Angeles;
- Characteristics of customers' electric equipment; and
- Basic computer applications.

Ability to:

- Deal tactfully and effectively with the public; and
- Explain regulations and technical data on electric services to customers.

Minimum Requirements

Four years of full-time paid experience installing, inspecting, testing or repairing electric services, meters, motors, appliances or similar current consuming devices, or in the construction, maintenance, inspection or design of overhead or underground electrical distribution systems.

Satisfactory completion of 15 semester units or 23 quarter units in a recognized college, university or trade school in Engineering, Architecture, Electricity or Electronics may be substituted for each year of the required experience lacking up to a maximum of two years.

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

Physical Requirement: Strength to perform average lifting of less than five pounds and occasionally over 15 pounds, frequent walking and standing, good hearing ability and good eyesight.

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 the duties and responsibilities of any position shall be.