

<b>PROVO CITY CLASSIFICATION SPECIFICATION</b>	
<b>Title:</b> Apprentice Substation Technician	<b>Job Code:</b> 2698, 2700-2 (Four-Year Program)
<b>Date:</b> November 1, 2018	<b>EEO Code:</b> SM
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is a four-year apprenticeship program with increasing responsibility to install, test, maintain, and repair substations and various electrical facilities.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to a Lead Substation Technician and perform all assigned duties under close supervision. This work increases in complexity and level of independence based on the corresponding year in the program. *Note: Employees of this class are eligible for advancement through the program following successful completion of the advancement criteria and applicable apprenticeship exam.*

**ESSENTIAL DUTIES:** Assist in installing, maintaining, and repairing electrical substations; inspect, operate, and maintain mechanical and electrical parts in the circuit breakers, voltage regulators, control panels, and transformers; test, add, and filter oil for a variety of power distribution equipment; maintain substation controls and alarms; perform wiring; inspect substation and battery installations and make needed repairs; maintain accurate record of power distribution activities, including equipment performance trends; assist in installing, maintaining, and troubleshooting the SCADA system; assist in operating, maintaining, and testing protective relaying systems and diagnosing performance issues; assist in operating, maintaining, and wiring switch gear equipment for power transfers; participate in substation switching procedures during planned and unplanned outages; respond to requests from other City departments on basic electrical system work, including street semaphores, airport lighting, deep well pumps, and other systems.

Maintain equipment and tools; adhere to all safety rules and regulations; prepare and submit work progress reports; assist other staff members as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** High School Diploma or equivalent and any training and/or experience which would demonstrate an ability to perform the work. Upon hire, employee may be placed at the appropriate year in the program at the discretion of the Department Director, based on education and experience as they relate to Intermountain Power Superintendent Association (IPSA) certification program requirements. Continued employment at that year in the program is contingent upon successful completion of IPSA's corresponding exam for an apprentice Substation Technician, which must be taken within six (6) months of start date. Subsequent advancement in the program is based on IPSA rules, which include a full year of supervised experience in the prescribed areas and completion of corresponding written and practical examinations

**License(s)/Certification(s):** A valid, lawful Driver's License is required.

**SELECTION FACTORS:** *Knowledge of:* electrical theory and application; mathematics including, decimals, percentages, ratios, fractions, algebraic formulas, and basic electrical principles, laws, and formulas; techniques to install, maintain, and repair electrical power distribution equipment; the operations performed and purposes served by the department or division; related laws, codes, rules, and regulations governing functions of the position; computers and related software systems; the operations, functions, and terminology common to electrical operations; policies and procedures established for the work system; basic English composition, spelling, and grammar. *Skill in:* analyzing data and developing solutions; presenting technical concepts and data in an easy to understand manner; practicing trust-building behaviors. *Ability to:* quickly and accurately perform work; adhere to safety regulations at all times; exercise independent judgment while evaluating situations and in making determinations; operate electrical repair and distribution equipment; organize assigned work and develop effective work methods; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; deal with the public in a pleasant, courteous, and calm manner in all circumstances; evaluate programs and procedures; prepare clear, concise, accurate, and informative reports.

**TOOLS AND EQUIPMENT USED:** Mechanical and motor vehicles, lifts, hand tools, power tools, ladders, line truck, bucket truck, specialized power systems testing equipment, computers.

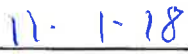
**PHYSICAL DEMANDS:** Sufficient physical strength, agility, and eyesight to perform the work, including working at considerable heights, lifting mechanical and power tools, lifting 50-75 lbs., driving vehicles, climbing ladders, pulling long runs of wire up to 100 ft., carrying, bending, stooping, and walking over varied or rough terrain.

**ENVIRONMENTAL FACTORS:** Exposure to adverse weather conditions, electrical solvents, oils and compounds, hazardous environments, heavy traffic, confined areas, electrical systems rated 120 volts to 138,000 volts, energized electrical equipment, and high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances. *Note: Employees of this class may be subject to on-call status. RESIDENCY: Employees of this class are subject to Provo City residency requirements and must reside within a 15-mile radius of their primary operations facility in order to affect a maximum 20-minute response time.*

  
Department Director

  
Date

  
Mayor/Chief Administrative Officer

  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.