

SENIOR ELECTRIC MATERIALS TECHNICIAN

DEFINITION

To organize, assign, and review the work of assigned personnel engaged in a variety of procurement, inventory and distribution activities in support of Electric Department operations; and to provide administrative support to an assigned manager.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Electric Materials Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned manager.

Exercises technical and functional supervision over assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, review, and participate in the work of staff assigned to a variety of procurement related duties including the researching, ordering, receiving, testing, storing and distribution of supplies, materials and equipment.

Develop schedules and methods to accomplish assignments ensuring all work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide or coordinate staff training; work with employees to correct deficiencies; review the work of staff engaged in a variety of procurement activities.

Receive materials and parts specifications from staff; research and identify vendor sources; arrange demonstrations of vendor products and solicit quotations from recommended vendors; maintain records of quotations; analyze quotations and provide recommendations.

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Check parts received for discrepancies; perform acceptance test on equipment including transformers, switches and cable to ensure proper operation; process claims with vendors for damaged materials and equipment, shortages or warranty claims.

Pick up and deliver supplies, materials, tools and equipment to various locations as required.

Oversee the testing, handling, storing and disposal of hazardous materials in accordance with laws and regulations; complete mandatory State and Federal record keeping.

Maintain mandatory federal, state and local records of hazardous materials for the department; arrange testing, storing and disposal of oil contained equipment as needed; ensure the safe handling and control of hazardous materials.

Assist field personnel with traffic control and heavy labor related work as assigned.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.

Principles and practices of purchasing.

Applicable safety standards and methods as it relates to the work assigned.

Storekeeping and warehousing methods and procedures including inventory control.

Equipment and materials used in the operations and maintenance of assigned area.

Rigging techniques and tools used by electric utility industry.

Safe operation of equipment.

Basic accounting and record-keeping practices.

Modern office equipment and procedures commonly used in warehouse and inventory activities.

Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

On a continuous basis, know and understand all aspects of the job; observe safety rules and traffic laws; analyze and problem solve; identify and locate necessary parts; interpret materials requisitions; remember location of parts; understand, interpret and explain department policies and procedures.

Intermittently sit while preparing reports and operating vehicles and equipment; walk, stand, bend, squat, climb, kneel and twist while stocking parts; perform simple and power grasping, pushing, pulling and fine manipulation; lift and carry weight of 50 pounds or less.

Test, handle, store and dispose of hazardous materials in accordance with laws and regulations.

Perform purchasing, storekeeping and inventory control duties.

Prepare, maintain, label and test electrical and/or mechanical equipment.

Perform duties in the field in support of repair and maintenance activities.

Use a variety of personal computer software, including word processing, spreadsheet, and inventory management applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience performing duties similar to that of an Electric Materials Technician II in the City of Roseville.

AND

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

If assigned to Electric Distribution, possession of, or ability to obtain, a valid California Class A driver's license.

02-19-13

03-16-98

02-23-95

05-13-91