

RESORT IMPROVEMENT DISTRICT NO. 1
Shelter Cove Sewer and Other Facilities Maintenance District No. 1

POLICY TITLE: Job Description: Apprentice, Power Distribution

POLICY NUMBER: 2400

Description and Classification Characteristics: Under general supervision, learns and assists in the construction and maintenance of overhead and underground electrical lines and electrical distribution system, and perform related system work as assigned.

This is the entry level class in this skilled technical trade series. Initially under close supervision, incumbents learn, assist and perform basic aspects of the trade. As experience is gained, assignments are performed under more general supervision and become more complex, including work on or near lines and equipment energized at 600 volts or less (low voltage), preparing the incumbent to perform journey level work; however, the apprentice may not work on or near lines and equipment energized at 600 volts or above (high voltage) except under the direct supervision of a journey level employee. This class is distinguished from Journeyman Power Distribution in that the latter is the journey level of the craft, competent to perform the full range of skilled duties.

This may be up to a forty-eight (48) month apprenticeship and shall consist of a documented combination of field (on-the-job-training) and didactic course work. Incumbents may be required to travel for training requirements as determined by the program and the RID#1. Previously acquired training and work experience in the field of electric transmission and distribution will be considered and will be applied as part of the forty-eight (48) month total; such credit shall be applied at the beginning of the apprenticeship and shall be applied to placement of the apprentice in the appropriate wage step level. Such credit will not, however diminish the total amount of time necessary pursuant Title 8 of the California Code of Regulations, Electrical Safety Orders (High and Low Voltage) with respect to becoming a Qualified Electrical Worker (QEW).

Essential Functions and Duties

As permissible under the apprentice's current step/level of training according to the limits set forth in Title 8 of the California Code of Regulations, Electrical Safety Orders (High and Low Voltage) and the RID#1, **Learns and Assists** in the following:

1. Climb poles and work at various heights above the ground installing and replacing primary and secondary voltage lines and line equipment while distribution primaries are de-energized (work on energized lines and/or equipment shall performed as an apprentice only under the direct supervision of an RID#1 QEW).
2. Set and install guy poles and install cross-arm assemblies.
3. Pull overhead conductors; clean and repair conductors as required.
4. Install line equipment such as transformers, switches, cut-outs, disconnects, lightning arrestors, insulators, circuit breakers, light fixtures, and other line apparatus.
5. Set, connect and replace single and multi-phase transformers.

6. Install, maintain and repair overhead primary and secondary lines.
7. Remove old poles and fixtures.
8. Transfer de-energized primary lines (see item 1 above).
9. Test pole lines and other facilities.
10. Trim trees to clear power lines.
11. Perform a variety of underground electrical cable work.
12. Troubleshoot system and electrical problems.
13. Read drawings, blueprints and specifications.
14. Use the California G.O. 95 and G.O 128 Standards for construction.

Secondary Functions (or ability to learn while progressing to Journeyman)

1. Approved by the General Manager, the Water/Wastewater Superintendent and Power Generation Superintendent, attend training that would qualify all electrical personnel for on-call duties pertaining to the water/wastewater departments and electrical departments.
2. Under the direction of the Electrical Superintendent, the apprentice may be directed from time to time in assisting the water/wastewater departments.
3. Work overtime and take standby and emergency responsibilities on a rotational basis with other field personnel.
4. Perform other duties as assigned.

Required Knowledge, Skills, and Abilities

1. Must have completed high school or its equivalent.
2. Must be computer and network/internet literate.
3. Knowledge of equipment, tools, material and methods used in electrical utility installation, maintenance and repair work.
4. Must be able to use independent judgment and initiative.
5. Should have the ability to understand and carry out oral and written direction as well as maintain cooperative and professional relations with the public at all times.
6. Should be organized and accurate with a solid understanding of basic English, simple bookkeeping practices and math at a level required for successful job performance.

Required Knowledge, Skills, and Abilities to be Obtained During the Course of Apprenticeship

7. Knowledge of principles and theory of electrical generation, transmission and distribution.
8. Knowledge of safety practices pertaining to the work, including working from aerial buckets, with high voltage energized lines and with hazardous chemicals.
9. Knowledge of applicable federal and state codes and regulations.
10. Knowledge of shop mathematics.
11. Knowledge of basic principles and practices of the electrician trade.
12. Read and interpret line construction plans and written instructions.
13. Operate various types of trucks, tractors, backhoe and other types of line construction equipment.

Special Requirements

1. May work odd shifts, weekends or holidays and eventually perform standby duties as assigned upon promotion to Journeyman.
2. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events and chlorine breaks.
3. Must live within one hour of Shelter Cove/District boundaries.

Licenses and Certificates

1. Must possess the category of California Driver's License required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May be required to acquire and maintain a valid and appropriate Class A California Driver's License with airbrake endorsement.
3. Must acquire basic American Red Cross First Aid/CPR/AED certificates during the Initial year of employment.

Essential Physical Abilities

1. Must successfully pass a pre-employment medical examination and drug screening.
2. Must be able to perform strenuous manual labor, often in inclement weather.
3. Must be able to work in confined areas, such as manholes, for extended periods of time.
4. Must hear and see at a level sufficient to perform the duties of the position.
5. Must be able to lift and carry fifty (50) pounds on occasions.
6. Must be able to climb poles and work at heights up to 60 feet for extended periods.

Compensation and Benefits

1. Full-time position.
2. Six-month probationary period for new hires. For incumbent employees attaining the classification of apprentice, a twelve-month probation related to classification specific performance with ability to return to previously held RID#1 Classification, and wage rate if applicable, within the defined probationary period if unsuccessful.
3. Fringe benefits package outlined in the RID#1/IBEW Union MOU; see Exhibit "B-1," Hourly Wage Schedule.