

Salary Schedule	MOU	Benefits
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City of Alameda

Code No. 7270

~~Revised: 1-7-94~~

Approved by C.S.B.

~~February 6, 1994~~ October 2, 2024

ELECTRICAL ENGINEERING-AIDE/UTILITY DRAFTER

DEFINITION

Under direct supervision performs routine sub-professional electrical [engineering-utility drafting](#) work in the field and/or office and performs other related work as required.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Prepares drawings for overhead and underground power distribution systems and substation wiring.
2. Draws and rRevises electrical distribution maps and drawings.
3. Updates and maintains engineering records from completed work orders; maintains files, records, maps; prepares reports.
4. Makes on-site field trips to construction sites as required; Ttakes field notes for new construction projects, reviews existing conditions, and checks previous installations against as-built drawings.
4. Works with and assists construction crews and crew leaders on interpretation of engineering designs and specifications; checks field construction for conformance to plans and specifications.
5. Documents diagrammatical field as-built conditions. ;cCompiles field test data from various distribution utility equipment, transformer load and voltage surveys for analysis.
7. Assists the department in evaluating program computer usage and applications related to drafting such as AutoCAD tools, GIS tools/applications, and other related drawing applications and programs.
8. Ensures all presentation material is professional, accurate and factual.
9. Build and maintain positive working relationships with AMP staff, other City employees, and the general public.

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Other Duties

10. Performs administrative and drafting duties for the Engineering Manager.
11. Perform related duties and responsibilities as required.

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WORKING CONDITIONS

- Indoor office or station environment, and outdoor environment while performing fieldwork. Outdoor work may be performed in close proximity to electrical high voltage line and equipment, open trenches and heights associated with construction, inclement weather, dust, and noise.
- Travel to City work sites, locations, and meetings to conduct work.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.
- May interact with upset staff and/or private and public representatives in interpreting and enforcing departmental policies and procedures.

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PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer, computer keyboard, standard office equipment, and specialized computer programs (e.g., AutoCAD and GIS).
- Vision abilities to read a variety of materials and prepare work related drawings.
- Sitting or standing for extended periods of time.
- Fieldwork may involve mobility on uneven terrain.
- Hearing and speaking to exchange information and communicate in person and by telephone.

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EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Completion of two years of college course work in the applied sciences, including courses in drafting, AutoCAD, and computerized data entry.

Experience: Prior experience that would provide knowledge of design and drafting methodologies, including utilization of AutoCAD, GIS, and/or similar system. Electrical utility experience is desirable.

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Knowledge

Knowledge of drafting methods, including AutoCAD and GIS; methods, materials, and equipment used in construction and maintenance of electrical utility infrastructure; modern office practices and procedures; mathematics commonly used in electrical systems' calculations including algebra, geometry, and trigonometry; pertinent laws, codes, and safety orders.

Ability

Ability to perform clerical work and mathematical calculations with speed and accuracy; use drafting instruments including inking tools, AutoCAD and specialized computer software and equipment; read, interpret, and explain various drawings, maps, etc.; establish and maintain accurate records; communicate effectively orally and in writing; establish and maintain effective working relationships with employees and the general public.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.
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