



City of Arts & Innovation

CITY OF RIVERSIDE
invites applications for the position of:

UTILITIES SUBSTATION TEST TECHNICIAN

SALARY: \$3,400.62 - \$4,132.15 Biweekly
\$88,416.00 - \$107,436.00 Annually

OPENING DATE: 06/15/17

CLOSING DATE: 07/04/17 11:59 PM

THE POSITION:



The City of Riverside is accepting applications for the position of **Utilities Substation Test Technician** to fill one (1) current vacancy in the **Electric Division** of the **Public Utilities Department**. The eligibility list established may be used to fill the current and/or upcoming vacancies within this classification for up to six (6) months.

Under general supervision, to perform skilled technical work in the testing, repair and calibration of protective relays and systems, load control telemetering and supervisory controls and related electrical substation equipment; microwave and mobile radio systems, fiber optic communications, cable and terminal equipment, LAN/WAN systems; and to do related work as required.

WORK PERFORMED:

Typical duties may include, but are not limited to, the following:

- Test, repair and calibrate protective relays and systems, control circuits, power transformers, telemetering, load and supervisory controls.
- Test, repair and calibrate microwave radio, mobile radio and fiber optic communications equipment.
- Troubleshoot circuit breakers, transformers, motors and other malfunctioning substation equipment.
- Use high voltage dielectric testing of cabling, busswork, apparatus and vehicles.
- Prepare work reports and maintain records.
- Assume responsibility for the proper operation of protective relays, substation switching control devices, metering and telemetering equipment.
- Develop test programs, procedures and equipment.

QUALIFICATIONS:

Recruitment Guidelines:

Education: Equivalent to completion of twelfth grade.

Experience: Five (5) years of experience in specialized and technical testing and repair of electric substation equipment, microwave and radio systems, fiber optic communications systems and LAN/WAN networks, including at least one (1) year of experience at the journey level.

Necessary Special Requirement

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Highly Desired Qualifications

Experience as an Electronic Test Technician.

SELECTION PROCESS:

IMPORTANT INFORMATION ON SCHEDULING ASSESSMENTS:

If you are selected to move forward in the assessment process, you may be required to self-schedule your appointment. You will be notified via email of your status and provided with self-scheduling instructions. Please check your email regularly following the closing date of this recruitment.

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. Those who successfully complete the selection process will be placed on the eligibility list for this classification.

It is the responsibility of candidates with a disability requiring accommodation in the assessment process to contact the Human Resources Department in writing to request such accommodation prior to the closing date of this recruitment.

Appointment may be subject to the successful completion of a pre-employment background investigation, medical/physical examination, drug and

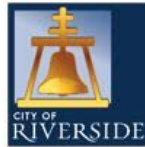
alcohol test.

NOTE: The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards. Candidates may reapply when there is a posting to establish an eligibility list.

All applicants will be notified via e-mail or telephone of their application status and the assessment dates/times/locations after the closing date of this announcement.

THE PROVISIONS OF THIS JOB ANNOUNCEMENT DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.

**CITY OF RIVERSIDE, AS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER,
ENCOURAGES APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY.**



APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.riversideca.gov>

Position #17-5060-01
UTILITIES SUBSTATION TEST TECHNICIAN
JB

3900 Main Street
Riverside, CA 92522
951-826-5808

cityjobs@riversideca.gov

UTILITIES SUBSTATION TEST TECHNICIAN Supplemental Questionnaire

- * 1. **Instructions:** The information on the application and your responses to the following supplemental questions will be used to determine whether you meet the minimum and/or highly desirable qualifications for the position in which you are applying. Detailed responses must be provided for each question in order to ensure qualifications are properly considered.
*(*Do not refer to a resume in lieu of completing the supplemental questions).
Employers listed on this questionnaire must also be listed and fully detailed in the work experience section of your application.*
 - I understand.
- * 2. Please indicate the highest level of education you have completed.
 - Less than High School Diploma or GED
 - High School Diploma or GED
 - Some college coursework completed (less than 59 semester units or less than 89 quarter units)
 - Associate's Degree (at least 60 semester units or 90 quarter units)
 - Bachelor's Degree (at least 120 semester units or 180 quarter units)
 - Master's Degree
 - PhD
- * 3. Please indicate in which of the following areas you possess at least five (5) years of full time experience in technical testing and repair of (check all that apply):
 - Electric substation equipment
 - Microwave and radio systems
 - Fiber optic communications systems
 - LAN/WAN networks
 - None of the above
- * 4. Please indicate the following regarding your experience listed above, or relevant work experience:
 - Employer:
 - Job Title:
 - Years of Experience:
 - Examples of Duties:
- * 5. Please indicate the type of valid motor vehicle operator's license you possess.
 - None
 - Class A
 - Class B
 - Class C
 - Out of State License
- * 6. Please indicate the amount of experience you possess as an Electronic Test Technician.
 - Less than 6 months
 - More than 6 months/Less than 1 year

- More than 1 year/Less than 2 years
 - 2 years or more
- * 7. Please indicate the following regarding your experience listed above, or N/A:
- Employer:
 - Job Title:
 - Years of Experience:
 - Examples of Duties:
- * 8. **Certification:** I understand that I **cannot** update my application once it has been submitted. Therefore, I have fully completed **ALL** sections, provided **full descriptions of my duties and responsibilities** for each employer, and have fully answered **ALL** questions on the Supplemental Questionnaire. (**Do not refer to a resume or other documentation, as it will not be reviewed.**) *Employers noted on the Supplemental Questionnaire must also be included and fully detailed on the Application.*
- I understand.
- * Required Question