



EMPLOYMENT OPPORTUNITY WITH THE CITY OF VERNON

UTILITIES OPERATIONS TRAINEE

MONTHLY SALARY: \$5,718 TO \$6,950
PLUS AN EXCELLENT BENEFITS PACKAGE

ONE DAY FILING: **Wednesday, March 13, 2019 from 8:00 a.m. to 5:00 p.m.**

OPEN TO THE FIRST 100 QUALIFIED APPLICANTS

THIS RECRUITMENT IS TO FILL ONE FULL-TIME VACANCY IN THE [VERNON PUBLIC UTILITIES DEPARTMENT](#) AND TO ESTABLISH AN ELIGIBILITY LIST TO BE USED FOR FUTURE VACANCIES.

Works rotating shifts, nights and weekends or a mutually agreed upon set schedule as required.

SUMMARY: Under close supervision, to learn and assist in performing electric, gas, and fiber utility related maintenance work and operational activities and related tasks as required. Performs routine manual labor involving minor construction, maintenance, repair activities and a wide variety of tasks in the inspection, monitoring, installation and repair of City public utility facilities.

DISTINGUISHING CHARACTERISTICS: Utilities Operations Trainee is a full time, entry level classification in which incumbents gain experience performing increasingly skilled work in the construction, maintenance and repair of City utility operational systems. Under close supervision, incumbents learn to perform semi-skilled and skilled duties in installation, repair and maintenance of the City electric, gas, and fiber-optic related operations. Employees in this class typically report to a Supervisor and may receive lead work direction and guidance from a Journey or Lead level employees.

ESSENTIAL FUNCTIONS: *As defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. This job announcement does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assist in basic manual high voltage switching operations under close supervision.
- Assists in performing substation, water and gas facility routine inspections.
- Assists in a variety of routine facility maintenance and repair activities such as painting, carpentry, welding/fabrication, custodial and various types of construction; performs power plant and grounds maintenance duties as assigned.
- Assists with emergency calls for service, emergency response, outage restoration and traffic control activities.
- Assists with spill response/cleanup, dead animal retrieval, broken hydrants, fallen trees, utility pole and water quality issues.
- Assist in the basic installation, testing, maintenance and repair of substation equipment including air, vacuum and oil circuit breakers, supervisory equipment, transformers, disconnects, load tap changers, batteries, substation structures, relay and protections systems and associated substation equipment.
- Assists in the testing, installation, maintenance and repair of electric meters.
- Assists in responding to Dig Alert tickets; updates logs; extracts information and inputs data into computer systems.
- Assists in updating records and advising supervisor of any materials that need to be ordered.
- Digs and back-fills excavations using manual and/or powered tools and equipment.
- Assists in making temporary and permanent repairs; cuts, threads, and prepares pipe for welding and fusing. Assists with pipeline patrol of transmission and distribution lines; inspects valves for problems.
- Assists with the inspection and readings of pumps, boosters, wells, motors and reservoirs.
- Assists in inspecting and maintaining underpasses before, during and after rain events.
- Assists in exercising valves and performing routing flushing operations.
- Assists in performing meter reading for utility billing.
- Installs barricades and flashers for public safety purposes.
- Works with others while engaged in emergency repair and restoration activities.
- Assists in monitoring, construction and repair of the telecommunications, internet services and fiber optic backbone system.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING AND EXPERIENCE GUIDELINES: High School diploma or equivalent. One year of construction, or repair and maintenance of mechanical equipment and machinery, or electric power systems work experience. One year of college level course work or trade school in electrical, mechanical or related field may be substituted for one year of experience.

LICENSE & CERTIFICATION REQUIREMENTS: A valid California State Driver's License is required.

SELECTION PROCESS:

Following the final deadline, all applications will be reviewed and only those candidates determined to meet or exceed the requirements of the position on the basis of experience, training, and education, as submitted, will be invited to participate further in the selection process. Candidates must be specific and complete in describing their qualifications for the position. Failure to state all pertinent information may lead to elimination from consideration. Applications must be [submitted online](#). If you submit multiple applications, only the most recent application will be considered. Stating "See Resume" is not an acceptable substitution for a completed application. To view the complete job description, please visit our website at www.cityofvernon.org. The City of Vernon is an equal opportunity employer.

It is the applicant's responsibility to notify the Human Resources Department of any changes to their contact information.

To apply for this position, please visit our website at: <https://www.governmentjobs.com/careers/vernon>

If you have any questions, please contact:

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