

**MAJOR FUNCTION**

This is semi-skilled work as part of an apprentice training program designed to provide the knowledge, skill, and experience needed to install and maintain substation equipment and advance to Substation Electrician, a journey level job. Training includes study and work in the field. Incumbent must make satisfactory progress as the training and work experience program develops into more complex and hazardous work tasks and demands, and pass various apprenticeship tests. Work is performed in accordance with established policies and procedures and under the supervision and direction of the Supervisor-Substation Operations, Foreman, and Substation Electricians who provide instructions in methods and assure that proper safety precautions are observed.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

This is a five-year apprenticeship. The first year of the training will be performing groundsman duties involving a variety of tasks in Electric Utility substation operation and maintenance. The second through fourth year will consist of the City of Tallahassee Electric Utility state certified program learning and performing the following: The use and care of tools and equipment commonly used to work on substations and network system apparatuses and installations. Assists in the installation, maintenance, and repair of circuit breakers, switches, power transformers, and panel boards. Reads and records substation equipment instruments. Splices underground cables. Uses various testing and metering devices, special tools, and equipment utilized in the construction, inspection, and maintenance of substation and network equipment. Works in accordance with all safety rules and regulations. At the completion of the apprenticeship, the employee must perform all duties pertaining to Electric Utility substation operation and maintenance. Performs related work as required.

**Other Important Duties**

Attends developmental safety and training opportunities as directed by supervisor. Performs record keeping and computer data entry as necessary. Drives and operates various specialized vehicles required to perform assigned tasks. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of methods and technology essential to substation and network system work. Knowledge of the electric transmission and distribution system of the City in regards to location of substations, circuits, and substation equipment. Knowledge of the standard practices, tools, and terminology of the electrical trade. Knowledge of occupational hazards and safety precautions of electrical work as related to substations. Ability to develop the skills of a dependable substation electrician. Ability to make repairs on moderately complex mechanical and electrical equipment. Ability to follow oral and written instructions and read blueprints and sketches. Ability in determining and reacting promptly in solving problems. Ability to perform physical labor including lifting, bending, and other strenuous requirements of the job under adverse weather conditions and electric system disturbances. Skill in the use of electrical tools and instruments.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and completion of an electrical or electronics program from a community college, vocational or technical school; or possession of a high school diploma or an equivalent recognized certificate that is supplemented by vocational education course work in electricity or electronics and two years of technical experience in electrical or electronic work; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess the appropriate State Commercial Driver's License (CDL) and endorsement(s) at the time of appointment.

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

Individuals in this classification must be available to serve on-call and are subject to having to work outside of their assigned shift/schedule to meet operational needs.

Must be able to distinguish between red and green.

Established: 10-11-83

Revised: 02-15-90

01-28-99

12-03-03\*

10-12-06

08-23-14

12-19-19