

ORDINANCE NO. 99-57 AC CMS

AN ORDINANCE AMENDING THE JOB DESCRIPTION FOR THE POSITION OF ELECTRICAL TECHNICIAN I IN THE OBERLIN MUNICIPAL LIGHT & POWER SYSTEM

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

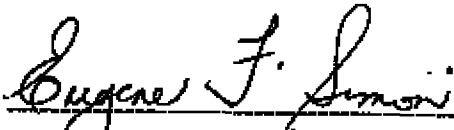
SECTION 1. That the amended job description for the position of Electrical Technician I in the Oberlin Municipal Light & Power System, a copy being attached hereto, is hereby approved.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - Sept 7, 1999 (E)
2nd Reading -
3rd Reading -

ATTEST:


CLERK OF COUNCIL


CHAIR OF COUNCIL

POSTED: Sept 8, 1999

EFFECTIVE DATE: Sept 8, 1999

JOB DESCRIPTION

Technician I

GENERAL STATEMENT OF DUTIES

Assist in the operation of the Technical Services Division of Oberlin Municipal Light and Power in a safe and timely manner and in a manner which promotes good relations with the public.

Supervision Received

Works under the supervision of the Technical Services Superintendent or his/her designee.

Supervision Exercised

Occasionally supervise any part-time or seasonal employees in the absence of the Technical Services Superintendent.

Job Duties

- Install and maintain SCADA equipment, computer networking hardware/software, electric meters and protective relays used by the department.
- Design and install primary voltage metering for commercial applications.
- Design, install and maintain all AC/DC control wiring devices.
- Perform routine preventative maintenance inspection and testing of generating plant equipment, substation equipment, certain customer service equipment, transformers, switchgear, breakers, regulators, generator control systems, etc., and maintain up-to-date maintenance records.
- Perform major maintenance of items listed above.
- Create and maintain system maps, one-line drawings and other system control diagrams using conventional drafting means and available CAD equipment.
- Maintain accurate and up-to-date records and files relating to all aspects of the Technical Services Division.
- Works directly with the Finance Office in order to process meter readings, check reads, customer utility orders, customer delinquency orders and high bill complaints, etc.
- Assist in the maintenance and operation of other divisions when required.
- Assist with routine meter reading when required.
- Address customer inquiries with regard to conditions of service, meter locations, etc.
- Attain and maintain certifications and/or training as determined by the Technical Services Superintendent.
- Take regular standby rotation as deemed appropriate by the Superintendent.

- Perform high voltage line work in emergency situations.
- Prepare reports
- Conduct energy audits and prepare audit reports with recommendations.
- Advise and assist the city and electric customers regarding power quality and energy efficiency issues.
- Comply with all safety procedures, work rules, regulation, and directives established to prevent injury and/or reduce hazards to themselves, fellow employees, property and the public.
- Perform other duties as assigned.

Minimum Qualifications

Associates Degree in Electrical or Electronics curriculum. Three (3) years of verifiable experience in a technical position may be substituted for each year of formal education. Five (5) years of experience in a similar position with an electric utility. Must have medium voltage line experience (2.4KV to 69KV), demonstrable skills in written and oral communications. Able to perform physically within the limits of ordinary operations: extended walking, standing, lifting, climbing, stretching, etc. Must be proficient in the use of personal computers, common computer operating systems, and Microsoft Excel spreadsheets.

Licenses and Certificates Required

Valid Ohio Class A Commercial Driver's License

Application

The job description is intended to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Paygrade: IBEW Contract
F.L.S.A. Rating:

Classification: Provisional
Civil Service Rating: Classified Non-Competitive