

ELECTRIC PREVENTIVE DATA SYSTEMS TECHNICIAN

DEFINITION

To perform technical level duties in support of the Electric Department's preventive maintenance and related databases; to research, collect, and analyze data and prepare draft reports; to track and report operational statistics; and to provide technical assistance to management.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Electric Operations Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, maintain, and enter maintenance program data to meet State requirements, ensuring accuracy and quality of data.

Research, evaluate and assist with the compilation of monthly operational reports; review and identify trends related to operations and maintenance.

Test, implement and maintain a variety of databases within assigned area of responsibility.

Respond to requests for data related to assigned area of responsibility; train and provide technical expertise to department staff with respect to the use of preventive maintenance and related databases and systems.

Assist professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection, research and analysis; prepare draft reports and technical documents.

Assist with the development of Requests for Proposals and contract administration.

Establish and maintain systems related to preventive maintenance program and related activities; monitor activities and report progress as required.

Ensure areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.

Review, verify and process documents related to assigned activities including contracts, claims, legislation, and other specialized documents.

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Establish and maintain a wide variety of filing and reporting systems as necessary; develop record keeping procedures; provide information to relevant parties; prepare and type correspondence and compile and type reports.

Compile and develop information for special studies and reports from a variety of resources; collect, compile and report findings and recommendations.

Assist staff and managers with a variety of administrative operations; prepare, recommend and implement procedural modifications.

Independently respond to letters, e-mail and general correspondence based on areas of assignment.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of database maintenance and development.

Modern office equipment, methods, procedures, and computer hardware, software and databases.

Techniques and principles of effective interpersonal communication.

Principles and methods of business letter and report writing.

Principles and practices of safety management.

Equipment commonly found in an electric utility and their associated functions.

Pertinent local, State and Federal laws, codes, ordinances, City functions, policies, rules and regulations.

Research methods and techniques.

Computer software, including word processing, database, and spreadsheet.

English usage, spelling, punctuation and grammar; and arithmetic, basic mathematical calculations and statistics and statistical methods.

Report writing techniques.

Ability to:

Independently perform a variety of technical duties related to the maintenance of databases.

Intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff; observe safety rules.

On a continuous basis, sit at a desk. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less; intermittently reach, bend, squat, climb, kneel and twist when in the field.

Operate a personal computer utilizing spreadsheet, word processing and database software at an intermediate to advanced level.

Collect, compile, analyze and present a variety of data in a meaningful way.

Identify errors and trends in data.

Develop and implement various data collection and reporting systems.

Interpret, apply and explain laws, rules, code and City policies and procedures.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Understand and interpret department policies, procedures and regulations.

Review documents and operational procedures; interpret, identify, explain and problem solve issues and recommend corrective action.

Analyze situations quickly and objectively to determine proper course of action.

Understand the organization and operations of the City and of outside agencies as necessary to assume assigned technical responsibilities.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of responsible technical experience in the electric utility industry providing for a knowledge of equipment, systems and functions associated with the distribution of electricity.

AND

Training:

Equivalent to an Associate's degree from an accredited college with course work in public administration, business administration, or a related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

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