

ELECTRIC MATERIALS TECHNICIAN I
ELECTRIC MATERIALS TECHNICIAN II

DEFINITION

To perform a variety of technical duties related to the procurement, receiving, stocking, storing, maintenance and distribution of materials, tools and equipment in support of the Electric Department; to assist crews on jobsites, as needed; and to test and repair transformers and switches.

DISTINGUISHING CHARACTERISTICS

Electric Materials Technician I - This is the entry-level class in the Electric Materials Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Electric Materials Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Electric Materials Technician II – This is the journey level class in the Electric Materials Technician series and is distinguished from the I level by the ability to perform the full range of duties assigned including testing and minor repair of equipment and the performance of field duties with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from that of the Senior Electric Materials Technician in that the latter is an advanced journey level class responsible for complex and difficult research, procurement and inventory duties and exercises technical and functional supervision over technical and support staff.

SUPERVISION RECEIVED AND EXERCISED

Electric Materials Technician I

Receives immediate supervision from assigned supervisory staff.

Receives technical and functional supervision from the Senior Electric Materials Technician.

Electric Materials Technician II

Receives general supervision from assigned supervisory staff.

Receives technical and functional supervision from the Senior Electric Materials Technician.

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

Receive materials and parts specifications from staff; research and identify vendor sources; arrange demonstrations of vendor products and solicit quotations from recommended vendors; maintain records of quotations; analyze quotations and provide recommendations.

Complete and submit materials requisitions for approval; track requisitions through procurement process.

Receive parts and materials from vendors; reconcile packing slips and invoices with materials requisitions; track budget expenses.

Check parts received for discrepancies; perform acceptance test on equipment including transformers, switches and cable to ensure proper operation; process claims with vendors for damaged materials and equipment, shortages or warranty claims.

Pick up and deliver supplies, materials, tools and equipment to various locations as required.

Establish and maintain adequate stock levels and inventory records on all goods for central and satellite warehouses.

Store supplies and materials in a safe and orderly fashion; test, handle, store and dispose of hazardous materials in accordance with laws and regulations; insure effective utilization of available storage space.

Utilize computer and applicable software to enter and retrieve information related to parts, materials, work assignments, detailed record keeping and timekeeping.

Perform minor repair and maintenance on equipment; prepare equipment and arrange for outside repairs as necessary.

Participate in the department's salvage program; strip and separate parts and materials and prepare for recycling.

Assist field personnel with traffic control and heavy labor related work when assigned to Electric Distribution Operations.

Maintain cleanliness and orderliness of assigned work areas.

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

Electric Materials Technician I

Knowledge of:

Principles and practices of modern warehouse activities including the receipt, inspection, documentation and issuance of supplies and materials.

Basic accounting and record-keeping practices.

Equipment, tools and materials used in the operation of a warehouse.

Modern office equipment and procedures including use of a variety of software applications.

Basic mathematical principles and application.

Ability to:

Learn to perform warehouse activities including the receipt, inspection, and issuance of supplies and materials.

On a continuous basis, know and understand all aspects of the job; observe safety rules and traffic laws; analyze and problem solve; identify and locate necessary parts; interpret materials requisitions; remember location of parts; understand, interpret and explain department policies and procedures.

Intermittently sit while preparing reports and operating vehicles and equipment; walk, stand, bend, squat, climb, kneel and twist while stocking parts; perform simple and power grasping, pushing, pulling and fine manipulation; lift and carry weight of 50 pounds or less.

Learn principles and practices of purchasing.

Learn equipment and materials used in the operations and maintenance of assigned area.

Learn how to test, handle, store and dispose of hazardous materials in accordance with laws and regulations.

Learn to prepare, maintain, label and test electrical and/or mechanical equipment.

Safely operate forklifts, pallet jacks, scissor lifts and City vehicles.

Operate a personal computer utilizing spreadsheet, word processing, Enterprise Asset Management (EAM) and database software.

Maintain accurate records and reports.

Perform basic arithmetic calculations.

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

Communicate clearly and concisely.

Experience and Training

Experience:

One year of increasingly responsible experience working in an industrial, construction or warehouse environment. Experience in purchasing and warehousing of tools, materials and equipment is desirable.

AND

Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate:

Possession of a valid California Class C driver's license by date of appointment.

If assigned to Electric Distribution Operations, possession of, or ability to obtain a valid California Class A driver's license within six months of appointment.

Electric Materials Technician II

In addition to the qualifications for the Electric Materials Technician I:

Knowledge of:

Principles and practices of purchasing.

Applicable safety standards and methods as it relates to the work assigned.

Storekeeping and warehousing methods and procedures including inventory control.

Equipment and materials used in the operations and maintenance of assigned area.

Rigging techniques and tools used by electric utility industry.

Safe operation of equipment.

Ability to:

Test, handle, store and dispose of hazardous materials in accordance with laws and regulations.

Perform purchasing, storekeeping and inventory control duties.

Prepare, maintain, label and test electrical and/or mechanical equipment.

Perform duties in the field in support of repair and maintenance activities.

Experience and Training

Experience:

Two years of experience performing duties similar to that of an Electric Materials Technician I in the City of Roseville.

AND

Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate:

Possession of a valid California Class C driver's license by date of appointment.

If assigned to Electric Distribution Operations, possession of, or ability to obtain, a valid California Class A driver's license within six months of appointment.

05-03-18	
02-09-13	
07-31-10	Electric Materials Technician I/II
03-16-98	
12-29-94	
10-01-88	Electric Materials Technician