

3790

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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04/08/09

Revised

**TITLE: UTILITIES ELECTRIC CREW ASSISTANT**

**DEFINITION**

Under supervision, to perform semi-skilled tasks in assisting journey level workers in the construction and maintenance of electric overhead and underground lines; to performs limited clerical duties in stocking of work crew truck and maintaining work records; and to do related work as required.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Work with and assist journey level workers in stringing wire, pulling cable, and hoisting tools, equipment and transformers.
- Work with and assist journey level workers in repairing underground cables, replacing street light standards, and maintenance and repair of vaults.
- Operate a truck; perform minor servicing to truck and report mechanical to other problems; operate and hoist and winch in setting and pulling poles, raising and lowering heavy equipment and other materials.
- Act as crew stock clerk, picking up materials and supplies indicated by work orders, pass out and issue supplies and materials, keep simple records of supplies and materials used; assist in preparing records of work performed; note changes made in electrical installation

**QUALIFICATIONS****Knowledge of:**

- Methods, materials and tools used in electrical construction and maintenance work.

**Ability to:**

- Understand and carry out oral and written instructions.
- Learn and observe proper safety precautions.
- Perform heavy manual tasks under varied weather conditions.
- Learn a variety of semi-skilled tasks required in electrical construction and maintenance.
- Prepare and maintain simple records.
- Work overtime as required.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be one year of experience performing duties comparable to those of a Utilities Electric Field Helper in the City of Riverside.

**MEDICAL CATEGORY:** Group 2

**NECESSARY SPECIAL REQUIREMENT**

Possession of or ability to obtain an appropriate, valid California motor vehicle operators license.

May require possession of or the ability to obtain an appropriate valid California Commercial Motor Vehicle Operator's

License based upon operational need and the duties assigned.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Electric Crew Assistant

**TO:**