

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: SERVICE COORDINATOR INSPECTOR (792)

| DEPARTMENT | ACCOUNTABLE TO | FLSA STATUS |
|----------------------|---------------------------|--------------------|
| Silicon Valley Power | Electric Division Manager | Non-Exempt |

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a G.E.D; and
- Two (2) years of experience as a Journey Lineworker.

LICENSES/CERTIFICATIONS

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- Possession of a valid Class C license at the time of appointment.
- Required to become rubber glove certified as a condition of holding the classification of Service Coordinator-Inspector within nine (9) months of appointment.
- Possession of an appropriate valid California Class A driver's license is desirable.

TYPICAL DUTIES

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general supervision:

- Interfaces with contractors, customers, and City of Santa Clara personnel, as required, to provide up to date construction status information to Silicon Valley Power (SVP) managers and utility staff with the goal of providing timely, efficient response to customers' electric service requirements;
- Acts as liaison between City of Santa Clara Electrical Estimating, Electric Division Manager, or other assigned City personnel and contractors and utility customers, to promote common understanding and timely completion of work necessary to provide City electric service;
- Inspects developer (contractor) installed electric substructures on the utility side of the Utility Service Point to ensure compliance with City of Santa Clara construction specifications
- Reads and interprets blueprints and drawings;
- Monitors contractors'/customers' construction progress to assess appropriate timing for scheduling of associated work to be performed by the City of Santa Clara;
- Provides information relative to construction progress for continual validation of electric service dates;
- Recommends modification of a service date based on knowledge of job status;
- Assists in the coordination of construction and service connection work to ensure timely energization of new facilities and meter sets to meet customer service dates;
- Assists in various training programs;
- May be required to perform Journey Lineworker duties as part of a crew or in other assignments, in both routine and emergency situations
- Provide as-built drawings at completion of work
- Performs other work as assigned

Service Coordinator Inspector (continued)

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Construction of high and low voltage transmission and distribution lines;
- Principles of electrical theory;
- Methods, tools, equipment, and materials used in overhead and underground electrical installation and repair work and in the construction and maintenance of electrical distribution and transmission lines and underground systems;
- Methods, equipment and materials used in constructing underground electric distribution systems and associated substructures ;
- Appropriate safety precautions employed while working on and around high voltage electric lines, equipment and excavations;
- Applicable laws, codes and safety orders covering electrical transmission and distribution systems;
- Safety practices and regulations applying to low and high voltage electrical wires;
- Environmental and safety practices, procedures and standards;
- Pertinent first-aid principles and techniques including resuscitation methods;
- General Order #95, "Rules for Overhead Line Constructing" and General Order #128, "Rules for Construction of Underground Electric Systems issued by California Public Utilities Commission; and
- City of Santa Clara Permitting and Inspection processes and other associated processes.

Ability to:

- Maintain job information in computer application database;
- Follow and understand oral and written instructions;
- Communicate information to customers and staff;
- Organize, problem solve, supervise, and train others;
- Work from electrical plans and detailed drawings;
- Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines;
- Work in a team-based environment and achieve common goals; and
- Walk or stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the general supervision of the Electric Division Manager or other supervisor as assigned

SUPERVISION EXERCISED

Under general supervision, supervises the on-the-job training of assigned personnel and may be required to supervise Journey Lineworker Apprentices, Electric Utility Helpers, Electric Helper/Drivers, Electric Utility Equipment Operators and other personnel as assigned.

SPECIAL CONDITIONS

Service Coordinator Inspector (continued)

- May be required to work odd and unusual hours, weekends and shift work in the performance of duties in emergency situations and to be available on an “on-call” basis as assigned to perform the duties of this classification or those of the Journey Lineworker classification.
- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- Must be able to perform all of the essential functions of the job assignment.

CLASSIFICATION HISTORY

Established Date: 09/2009; Rev. 01/2020