



CLASS SPECIFICATION

12/14/2023

UTILITY ELECTRICAL CRAFT HELPER, 3851

Summary of Duties: Assists Journey-level workers (Qualified Electrical Workers-QEW) engaged in the construction, maintenance and repair of electrical power transmission and distribution equipment, overhead, underground, and inside substations; or washes and cleans streetlights and assists line patrol mechanics engaged in repairing streetlights, or assists electrical mechanics or electrical repairers in maintaining and repairing electrical equipment and facilities; drives automotive equipment as required; and performs related duties.

Class Characteristics: A Utility Electrical Craft Helper (UECH) may work with a wide variety of craft employees in the shop and/or field who are engaged in construction, and electrical installation, alteration, and repair activities at various locations in LADWP.

Employees in this class also receive on-the-job training designed to provide or upgrade skills which are needed to successfully compete for promotion as journey-level employees in skilled craft positions. Employees may work under close supervision of craft supervisors and instructions are normally received verbally or in writing.

Examples of Duties: Under the direction of a Senior Labor Relations Specialist and/or Chief Administrative Analyst, a Labor Relations Specialist:

- Passes tools, materials, and equipment to journey-level workers;
- Cuts and threads conduit and install connectors;
- Measures, cuts, assembles, and pulls wire;
- Skins wire and insulates, solders, and tapes connections;
- Replaces junction box and outlet covers;
- Drills holes in concrete, metal, wood, fiber, and other materials;
- Taps holes and installs anchor plugs;
- Assembles and holds fixtures for installation;
- Moves and places ladders, scaffolds, and rigging;
- Opens and closes switches and circuit breakers;
- Replaces fuses, plugs, light globes, and florescent tubes;
- Assists in testing circuits;
- Assists in maintaining, repairing, and rebuilding electric motors, generators, governors, voltage regulators, transformers, condensers, oil circuit breakers, disconnect switches, control apparatus, and communication apparatus by disassembling and assembling equipment and cleaning parts;
- Replaces and adjusts brushes and contacts on the less complicated equipment;
- Cleans and stacks iron laminations;

- Applies varnish and insulating compounds to coils and windings and bakes them in an oven;
- Reads instruments and observes indicator signals;
- Assists in winding coils and armatures, undercutting commutators, testing windings, installing bus bars, assembling switchboards and control panels, and testing communication apparatus;
- Installs bearings, and drains, filters, and replaces oil;
- May assist in the installation, maintenance, and repair of passenger and freight elevators, and equipment;
- Assists in the repair of refrigeration and air-conditioning equipment;
- Cleans and oils moving electrical equipment and appurtenant machinery;
- Paints motors, frames, and equipment parts;
- Cleans insulators;
- Handles heavy parts and may operate an overhead crane;
- Cares for tools and equipment;
- Sweeps and cleans working area;
- May drive a truck, truck-mounted tower platform, or truck-mounted crane;
- May work from ladders, scaffolds, or rack structures; may operate or assist in the operation of passenger gantries and baggage conveyors;
- Digs trenches; jacks' conduit under sidewalks and roadways; constructs foundations for traffic signal posts; assists journey-level workers in the installation, wiring and maintenance of traffic signals;
- Works on line construction, patrol, or trouble work by digging and filling pole and anchor holes, assisting in erecting or removing poles and anchors, drilling holes and making up crossarms, hoisting tools and materials with a handline, pulling lines and guy wires into position with block and tackle, placing traffic warning signals, and flares, loading and unloading materials and equipment, assembling and dismantling material and equipment, and cleaning up when work is completed; keeps routine records;
- Removes and replaces glassware in streetlights;
- Cleans and repairs street lighting equipment in the shop;
- Reconditions used poles and other line materials;
- Removes birds to prevent damage to electric lines and equipment;
- Assists in installing and servicing electric wiring and communication equipment;
- May operate a truck winch in hoisting poles and stringing wire;
- Assists journey-level workers by cleaning sleeves, heating metals and insulating compounds, taking measurements, cutting cables to length, cleaning and filing lead sleeves, and lowering equipment and materials into manholes and vaults;
- Assists in pulling cables through duct lines and running galvanized conduit, in inspecting, treating, and replacing oil installed cable joints and equipment, in installing oil reservoirs and pressure tanks in manholes and vaults, and installing and removing meters and services;
- Operates single pole oil switches; places traffic warning signals;
- Maintains work areas in a clean and orderly condition;
- Maintains stock of supplies, tools, and equipment on trucks;
- Inspects underground manholes and vaults for presence of water and gas, and for the condition of electric equipment;

- Operates portable and stationary pumps to remove water from manholes and vaults;
- Cleans rust from, and paints, underground equipment;
- Reports condition of equipment needing repairs;
- Locates service connections for customer's electricians;
- Fireproofs primary cables;
- Prepares, pulls, and feeds high and low voltage conductors and cables;
- Measures, cuts, reams, threads and bends conduit manually or using hydraulic equipment;
- Participates in the installation, removal, assembling or dismantling of electroliers and related appurtenances;
- Digs trenches for conduit installation and holes for electrolier foundations;
- Drives, loads and unloads trucks;
- Operates truck mounted or portable compressor and related pneumatic tools;
- Breaks out concrete foundations and sidewalks
- Loads and unloads derrick truck with equipment and material; handles, uses or passes on hand tools; places traffic delineators a job sites; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

REQUIREMENTS:

1. Completion of at least six (6) months in the Utility Pre-Craft Trainee training program sponsored by the Department of Water and Power; **or**
2. Certificate of completion of the Introduction to Electricity course offered through the TWI/LATTC (Transportation Workforce Institute/Los Angeles Trade Technical College) sponsored by the Department of Water and Power; **or**
3. Certificate of completion of the Del Mar Electricity course sponsored by the Department of Water and Power; **or**
4. Completion of the Hayden Electricity Course sponsored by the Department of Water and Power; **or**
5. Pre-Electrical Craft Helper training course presented by Los Angeles Trade Technical College; **or**
6. The 120-hour Electrical Technician/Electric Utility Worker class presented by the Los Angeles Unified School District; **or**
7. The 600-hour Electrical Technician/Electrical Distribution Mechanic Trainee Program presented by the Los Angeles Unified School District; **or**
8. An accredited lineman college with a climbing certificate; **or**
9. Six months of full-time experience performing electrical work on equipment and circuits in the maintenance or construction of electrical systems while in the United States Armed Forces **or**
10. One year of full-time paid experience in construction, craft or landscaping work while in the United States Armed Forces.

License: A valid California driver's license is required. Some positions may require a valid Class A or B driver's license and valid medical certificate.

Physical Requirements: Strength to perform average lifting of up to 50 pounds; extensive back and leg coordination involved in activities such as stooping, kneeling,

crouching, and crawling; arm, hand, and finger dexterity with both hands involved in such activities such as reaching, handling, and feeling; good hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.