



CLASS SPECIFICATION

09-23-21

LINE MAINTENANCE ASSISTANT, 3882

Summary of Duties: Line Maintenance Assistants install, maintain, troubleshoot and repair single phase low voltage overhead and underground services, secondaries, connections and devices; and perform related work. Entry-level Line Maintenance Assistants receive classroom and on-the-job instruction and training, and work under close supervision assisting other Line Maintenance Assistants, and Electric Distribution Mechanics in the performance of their duties.

Class Characteristics: Employees initially employed as Line Maintenance Assistants are appointed to positions designated as temporary training positions under Civil Service Rule 5.30. As trainees, they receive extensive classroom and on-the-job training to acquire the knowledge, skills, and abilities required to perform all phases of Line Maintenance Assistant duties. Trainees work with and assist other Line Maintenance Assistants, Electric Distribution Mechanics and Line Patrol Mechanics. Employment as a trainee is limited to a maximum of 12 months during which time the trainee is expected to successfully complete on-the-job training and obtain the required certification. Trainees in the Line Maintenance Assistance classification who complete the requisite training and certification will qualify for promotion to a Regular Line Maintenance Assistant.

Employees at the entry level perform less complex work under close supervision when providing support for system restoration or for the construction, maintenance, and repair of overhead transmission lines and related equipment. Employees who are at the level of Regular Line Maintenance Assistant perform work that requires a comprehensive understanding of energized low voltage circuits including overhead and underground street light circuits. Employees who are at the level of Regular Line Maintenance Assistant are required to climb wood poles, work out of aerial lift devices and work on or near energized equipment.

Regular Line Maintenance Assistants usually work independently, receive instructions in general terms, and may instruct new employees about new procedures, techniques and the safe use of proper equipment; they may also provide guidance and on the job training to trainees and other employees who assist in circuit work. A Regular Line Maintenance Assistant is primarily responsible for the installation, maintenance and repair of single phase 120/240V overhead services, single phase 120/240V secondaries, low voltage risers and related conductors.

Example of Duties:

- Installs, maintains, troubleshoots and repairs streetlights and Outdoor Area Lighting (OAL) Program fixtures;
- Installs and removes Electric Vehicle (EV) charging devices;

- Installs, replaces and removes single phase low voltage connections and devices on wood, fiberglass and steel poles related to new and evolving technology;
- Troubleshoots and repairs single phase 120/240V overhead secondaries and services for residential customers and utilitarian lighting;
- Locates faults and makes repairs to single phase low voltage services and connections;
- Installs and removes overhead conductors, steel streetlight posts, wood poles, and down guy anchors;
- Installs secondary fibers, conductors and connections;
- Climbs wood poles and works out of aerial lift bucket trucks;
- Repairs, rebuilds, adjusts, and tests streetlight equipment, including luminaries, switches, and time controllers, and recommends modifications of streetlight equipment to prevent reoccurring defects;
- Responds to customer requests for new OAL installations or upgrades to current OAL installations;
- Provides customers with OAL Program details, service offerings and manages off-site checks for OAL repairs;
- Responds to trouble calls for single customer or residential customer outages and restores service by repairing or replacing overhead residential services and connections, and/or resetting customer breakers;
- Performs cuts and reconnects single phase services and installs and removes boots on meters at meter panels;
- Inspects the condition of steel structures, insulators, conductors, and hardware;
- Patrols right-of-way for obstructions and potential fire hazards and drives specialized transmission equipment in off-road locations;
- Prepares materials, tools, rigging and equipment on the ground and hoists to workers on tower;
- Climbs towers and assists workers with emergency and maintenance repairs to transmission lines;
- Makes repairs to steel structure towers and assists in the erecting and dismantling of towers;
- Assists in helicopter operations with patrols and lifting material;
- Assists in the washing of insulators by preparing hoses and attachments on the ground, hoisting to lineman on tower, and maintaining proper flow and pressure on operating pump equipment during washing;
- Assist Streetlight Patrolmen in the repair and restoration of series and multiple streetlight circuits;
- Assists in circuit restoration efforts;
- Trims trees as necessary to clear from lighting fixtures, overhead secondary conductors and poles; and
- May be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledge and abilities

Knowledge of:

- Fundamentals of electricity as related to electric power transmission systems and various street lighting and communications systems;
- Methods, tools, equipment and hardware used in line work, including tower erection and dismantling, stringing wire and cable, and installation of street light globes and glassware;
- Energized overhead low voltage circuits including overhead and underground street light circuits.
- Hazards, applicable safety precautions, devices and first-aid practices related to working on poles, steel towers, and power operated aerial devices and with energized equipment;
- The hazards involved in working on energized equipment and the proper safety precautions to use, including first aid, AED, and CPR;
- Proper use and maintenance of electrical testing apparatus;
- LADWP operating orders, safety rules, and safe work procedures, including appropriate use of personal protective equipment.
- Pole top and vault rescues;
- Emergency radio procedures, radio communication and phone use;
- Cal-OSHA safety, compliance, and regulatory training;
- Laws, and regulations related to Equal Employment Opportunity, City of Los Angeles and LADWP policies and procedures, personnel administration, and Memoranda of Understanding and labor relations;
- Safe driving practices and laws;
- Safety principles and practices

Ability to:

- Climb and work safely on poles and towers carrying high voltage lines and equipment;
- Use the necessary tools and materials in installing, removing, and changing low voltage services and connections;
- Understand and follow written and oral instructions;
- Communicate effectively orally and in writing;
- Plan and direct work programs and organizational procedures for normal and emergency operations;
- Read and interpret LADWP prints/schematics;
- Develop and maintain effective working relationships with local, state, and federal agencies, regulatory agencies, professional organizations, Department management, labor organizations, employees, community organizations, and other entities;
- Deal tactfully and effectively with employees and the public;
- Effectively carry out Equal Employment Opportunity duties;
- Manage worker safety and training issues; and
- Review and prepare clear and concise reports in both handwritten and electronic formats.

Minimum Requirements: One year of full-time paid experience with the City of Los Angeles in a class at the level of Electrical Craft Helper assisting with street light or power transmission and/or distribution work.

License/Certificate: A valid California class A or B driver license with medical certificate and a valid California Class C driver license.

Physical Requirements: Strength to perform average lifting up to 70 pounds and occasionally over 70 pounds; body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; finger dexterity with both hands involved in activities such as reaching, handling, and feeling; and good eyesight; good hearing and speaking 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 an individual basis and will 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 provided 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, responsibilities, and required qualifications of any position shall be.