

Title: Electronics/Relay Apprentice
PG: 025
Status: Civil Service
Position Reports to: Chief Electronics/Relay Technician
Department: Lakeland Electric

Class Code: 3034
Date: 10/09

GENERAL DESCRIPTION OF CLASS :

This is specialized and technical work learning and supporting the installation and maintenance of computer based electronic equipment and electro-mechanical devices used in the control, monitoring and protection of an electric power utility. Work is performed in accordance with established policies and procedures; however, the incumbent is expected to exercise judgment and initiative in the performance of tasks. Work will be reviewed by inspection and results obtained.

ESSENTIAL FUNCTIONS:

1. Assists in the installation, testing, calibration and repair of all types of electronic and electro-mechanical equipment from digital computers used in real time process control applications to analog devices used in the electric power industry using standard and specialized test equipment and tools.
2. Uses factory manuals and schematics to repair equipment
3. Constructs special devices such as printed circuit boards to assist department engineers in implementing unique monitoring or control systems.

ADDITIONAL RESPONSIBILITIES:

1. Participates in training at out of town locations which may require overnight stays.
2. Keeps vehicles and work areas clean and organized.
3. Works on a team to accomplish task.
4. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the occupational hazards and safety precautions of the trade.
2. Some knowledge of the theory, techniques, methods, materials and tools used in the specialty.
3. Some knowledge of the instrumentation used in the specialty.
4. Ability to develop skill in the use and care of electrical and electronic test equipment used in the various areas of the specialty such as oscilloscopes, digital logic analyzers, volt-ohm meters, communications line quality monitors, relay test systems automatic and manual, transducer testing and calibration equipment, fiber optic testing and fusion devices, and other such equipment used in the trade.
5. Ability to develop skill in using hand tools and precision soldering/unsoldering devices to make repairs to complex printed circuit boards and other electronic devices (Machine operators/inspection level).
6. Ability to work off of a six foot step ladder or twenty foot extension ladder to perform installation and maintenance of equipment mounted above arms reach such as fiber splices and communication cables.
7. Ability to load and unload medium weight test equipment into and out of standard passenger van and set the equipment up to perform tests and calibration of electronic or relay equipment at remote locations.

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QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Basic electronics course work.
3. Good computer skills.
4. Six (6) months experience in the specialty.
5. An equivalent combination of education and experience that is determined to be directly related to the foregoing specified requirements may be substituted.

WORKING ENVIRONMENT/CONDITIONS:

Requires manual labor work that involves walking or standing most of the time, exerting up to 100 pounds of force on a recurring basis, keyboard operations, manipulating tools and wires. The job risks exposure to heights, toxic/caustic chemicals, traffic, moving machinery, extreme cold or heat, electrical shock, adverse weather conditions, bright/dim light, fumes, noxious odors, dusts, pollen, wet humid conditions, and extreme noise levels.

SPECIAL REQUIREMENTS:

1. Must be willing to maintain a valid state of Florida driver's license.
2. Must be willing to maintain a valid telephone number.
3. An employee in this position must be able to discriminate between the following colors generated by red/blue/green primary colors at full or half intensity: white, green, yellow, orange, magenta, red, cyan, and blue. This qualification will be confirmed by a standard medical test for color blindness.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.