



CITY OF BANNING, CALIFORNIA

Assistant Electric Service Planner

Job Code: 5053

Grade: 57

FLSA

Exempt

Non-Exempt

JOB DEFINITION: Under general supervision, performs a variety of duties associated with providing customer service relating to the delivery of engineering, utility, and electric service planning assistance.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Similar to an apprentice or planner-in-training, assists the Electric Service Planner and/or Senior Electric Service Planner in the planning of overhead and underground maintenance and/or expansion of the City's electrical distribution system. Assists the Electric Service Planner and/or Senior Electric Service Planner with inspections of electrical construction, designing efficient and cost effective electrical utility systems.

Receives and processes a variety of documents, including work orders, photovoltaic installation applications and plans, easement documents, and development applications. Conducts photovoltaic plan checks and inspections to ensure compliance with appropriate standards and regulations. Conducts residential main service panel review, including identifying appropriate location and inspections to ensure compliance with appropriate standards and regulations. Tracks and monitors status of work orders and plans and coordinates the flow of plans and applications with engineers and outside consultants and developers. Issues approved utility service contracts for a variety of activities. Updates and maintains official maps, drawings and master plans. Ensures compliance with General Order 95 and 128.

Researches and references material for the public and staff use. Provides responsible staff assistance to Electric Operations and Utility Planning staff on special projects as assigned. Prepares graphic displays for meetings and presentations. Attend meetings with other City departments to coordinate development activities.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of Electrical Theory
- Knowledge of file and records management principles.
- Knowledge of customer service techniques and concepts.
- Knowledge of basic mathematical computations.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

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MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** three (3) years of electrical, utility or plans review experience.

ADDITIONAL REQUIREMENTS: Must possess and maintain a valid California Driver License.

PHYSICAL REQUIREMENTS: Work is performed both in an office and outside environment requiring prolonged sitting or standing; walking, kneeling, crouching, squatting, stooping, and bending; inputting data into a computer terminal; exposure to computer glare, vibrations, and pitch; lifting, carrying, and regularly lift and/or move up to twenty five (25) pounds, frequently lift and/or move up to fifty (50) pounds in weight; use hands to finger, handle or feel; reach with hands and arms and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed. Ability to travel to different sites and locations;

CAREER ADVANCEMENT OPPORTUNITIES:

From: Assistant Electric Service Planner

To: Electric Service Planner