



Website:

www.ci.banning.ca.us/jobs.aspx

City of Banning

The City of Banning, CA (population 31,000) is strategically located in the San Geronio Pass area of Southern California astride Interstate 10 between Los Angeles and Palm Springs. The community enjoys clean air, ample water supplies and the inspiring vistas of the two tallest peaks in Southern California, Mt. San Geronio and Mt. San Jacinto. In addition, residents enjoy picturesque meadows, fruit groves and a charming downtown.

Recreational activities are plentiful with the mountain resorts of Idyllwild, Lake Arrowhead and Big Bear only a short drive away. The premier golf destinations of Palm Springs, Rancho Mirage and Indian Wells are equally close.

Incorporated February 6, 1913, Banning is a full service General Law City operating its own water and electric utilities as well as a municipal bus service. Banning is governed by five council members elected at large. The City Manager is the Chief Administrative Officer and is appointed by the City Council. City functions are operated by seven major departments with at least one or more divisions in each.

Recruitment Information

Open to fill a position in the Electric Utility Department. A completed City application is required and must be returned to the Human Resources Department. **Recruitment is open until the position is filled.** Apply to the City of Banning, Human Resources Department, 99 E. Ramsey Street, P.O. Box 998, Banning, CA, 92220, or electronically @ www.ci.banning.ca.us/jobs.aspx. Following review of all submitted applications, those candidates whose qualifications best meet the

Employment Opportunity **ELECTRIC OPERATIONS MANAGER**

Recruitment Open Until Position Filled

Full-Time Position/Benefits - Exempt/Range 85
Annual Salary Range: \$89,557 - \$121,160

Higher starting salary is only available upon difficult to recruit basis or exceptional qualifications at the discretion of the City.

JOB DEFINITION: Under general direction, performs a variety of duties associated with managing and providing leadership, training and technical assistance to the electric crew of the City of Banning. Oversees the construction, operation and maintenance of electric systems.

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: Manages and provides training and technical assistance to City electric crews. Provides a safe, efficient and economical electric system for the City of Banning. Strives to provide power with minimal interruptions or outages to the citizens. Participates in office operations including schedules work activities, maintains records and files, writes work orders and requests and orders supplies, materials and/or equipment. Identifies, recommends, reviews, assesses, establishes, modifies and maintains City of Banning electrical services strategic plans. Identifies and monitors long- and short-range goals and objectives. Implements Department policies and procedures, City ordinances, codes and regulations. Serves as City representative at various technical meetings in regard to operation of distribution system.

Reviews electric plans and maps with subordinate staff. Oversees electrical calculations and solves problems. Examines metering and field operations. Monitors field maintenance with overhead and underground lines. Inspects operations involving electrical voltages and circuits. Undertakes, researches and resolves problems, accidents and or injuries.

Establishes employee and operational performance measures, goals, objectives and priorities. Evaluates work performance. Identifies and implements new employee and on-going staff training programs. Ensures the safety of subordinate staff.

Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** ten (10) years of experience in electrical transmission, distribution and underground line work that includes three (3) years of management and/or supervision.

ADDITIONAL REQUIREMENTS: Must have completed a qualified Apprentice Lineman Certification program and possession of a Journeyman Lineman Certificate is desired. Must possess and maintain a valid California driver's license.

KNOWLEDGE and SKILLS: Knowledge of applicable City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives; the City's and the Department's policies and procedures; management and/or supervision principles; strategic planning principles; file and records management; electrical transmission, distribution and underground practices and techniques and electrical substations and protective switchgear/relays.

minimum qualifications will be invited to participate in the selection process. Meeting the minimum requirements does not guarantee an invitation to compete further in the process. The volume of applications received is considerable, therefore, we will not respond to telephone requests regarding application status. We will provide written notification to all applicants. PLEASE NOTE THAT ONLY HUMAN RESOURCES IS AUTHORIZED TO MAKE JOB OFFERS.

Testing Requirement

Applications will be reviewed and those who best meet the qualifications may be invited to participate in a written examination, skills test and oral board interview process. Successful top candidates will be invited to a final selection interview.

If you require reasonable accommodation during the testing process, contact Human Resources by the filing date.

The City of Banning is an equal opportunity employer and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, gender, sexual orientation, age, childbirth or related medical conditions or any other characteristic protected by Federal, State or local law in employment or the provision of services. The City of Banning complies with the requirements of the Americans with Disabilities Act with respect to hiring and any other term of employment. Prospective candidates for the position may be required to show how they perform the essential functions of the job in a safer manner. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

Vision Statement

The City of Banning promotes and supports a high quality of life that ensures a safe and friendly environment, fosters new opportunities and provides responsive, fair treatment to all and is the pride of its citizens.

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.; assessing and prioritizing multiple tasks, projects and/or demands; working within deadlines to complete projects and assignments; assessing, analyzing, identifying and implementing solutions to complex problems; 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; operating a personal computer utilizing a variety of software applications; drafting written staff reports and writing switching procedures to shift electrical load within the distribution system.

APPLICANT INFORMATION AND BENEFITS

APPLICATIONS: Applications must be thoroughly completed. Facsimiles will not be accepted. Resumes may be attached, but will not be accepted in lieu of a City application form. Applicants will be subjected to a background investigation.

MEDICAL REQUIREMENTS: Individuals selected for employment will be required to take a medical exam and drug screening test. The medical examination is at City expense and conducted by a physician designated by the City.

FINGERPRINTING/SOCIAL SECURITY NO: Applicants who are hired will be fingerprinted during the processing period. All fingerprints are verified with the Department of Justice. All employees must furnish a Social Security Number. Employees who cannot resolve identification problems with the Social Security Administration will not be able to complete the probationary requirement.

PROBATION PERIOD: Employees must serve a one year probationary period prior to obtaining regular status.

IMMIGRATION REFORM & CONTROL ACT OF 1986: All new employees must verify identity and entitlement to work in the United States by providing required documentation.

NEPOTISM POLICY: Recruitment shall be conducted consistent with the City's nepotism policy.

RETIREMENT: New employees with recent service with CalPERS pay up to 7% of the employee rate with the 2% @ 60 Plan and 3 Year Average formula. New hires with no CalPERS service as of January 1, 2013, will pay 6.2% of the employee rate and will be subject to the 2% @ 62 Plan, with 3 Year Average formula and a mandatory contribution of normal costs as established by the new Pension Reform Act Law. The City also participates in Social Security.

VOLUNTARY AGENCY SHOP/DUES DEDUCTIONS: Management employees may join the SBPEA (San Bernardino Public Employees Association), Teamsters Local 1932, and pay them a service fee in an amount not to exceed the standard initiation fee, periodic dues and general assessments of SBPEA.

CAFETERIA PLAN/OTHER BENEFITS: The City contributes \$1,250 per month to each employee for health, dental, vision, life or supplemental insurance with any remainder taken as cash or put into a deferred compensation program. City reimburses employee a maximum of \$250 for eyewear every two years. Employees who reside within City limits shall receive \$150 per month as a discount against the cost of electric and water service during the period of such residency. Management employees receive up to \$275 per month Education Incentive for advanced degrees or qualifying professional certification and \$250 per month Vehicle Allowance. The City pays for a basic life insurance policy in the amount of \$150,000. Employees pay for short and long term disability plans with a 30-day elimination period.

HOLIDAYS/VACATION/SICK/BEREAVEMENT LEAVE: City employees receive twelve (12) paid holidays per year. After completion of probation period: Ten (10) days annual vacation, additional vacation after five (5) years up to a maximum of twenty (20) days. Twelve (12) days of sick leave per year. Three (3) days of bereavement leave for immediate family.

COMPUTER LOAN PROGRAM: Interest free loan program for the purchase of a computer available, after completion of probationary period.