



City of Arts & Innovation

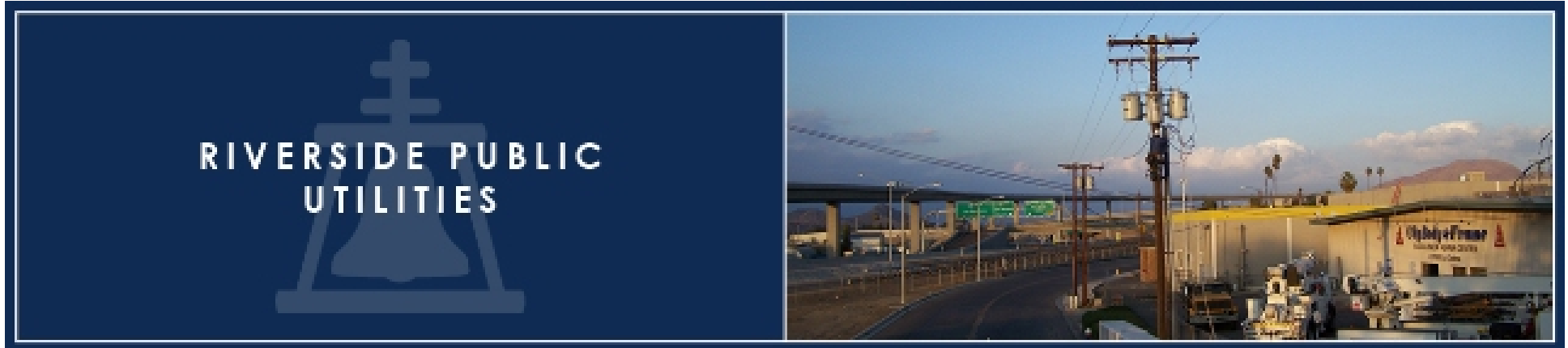
CITY OF RIVERSIDE
invites applications for the position of:
**UTILITIES ELECTRIC POWER SYSTEM
DISPATCHER I/II**

SALARY: See Position Description

OPENING DATE: 06/15/17

CLOSING DATE: 07/09/17 11:59 PM

THE POSITION:



The City of Riverside is accepting applications for the position of **Utilities Electric Power System Dispatcher I & II** to fill three (3) vacancies in the **Electric Division** of the **Public Utilities Department**. The eligibility list established may be used to fill the current and/or upcoming vacancies within this classification for up to six (6) months.

Utilities Electric Power System Dispatcher I

\$3,175.84 - \$3,859.84 Bi-weekly
\$82,572.00 - \$100,356.00 Annually

The Utilities Electric Power System Dispatcher I, under lead supervision, will assist in the operation and minor repair of an electric Power system station an assigned shift; and do related work as required.

Utilities Electric Power System Dispatcher II

\$3,528.46 - \$4,288.61 Bi-weekly
\$91,740.00 - \$111,504.00 Annually

The Utilities Electric Power System Dispatcher II, under general supervision, will perform skilled and lead supervisory work in the operation of electrical power system stations on an assigned shift, and do related work as required.

WORK PERFORMED:**Duties assigned to the Utilities Electric Power System Dispatcher I:**

- Monitor and control the electric transmission and distribution system through SCADA control console; operate circuit breakers; operate high voltage equipment and circuits and related operations; take steps necessary to restore electric service as soon as breakdowns of defective conditions have been identified or corrected; notify Chief Substation operator and other authorized persons of emergency condition.
- Participate in the reading of meters, gauges, oil levels, temperatures and other checks and tests on electric power system equipment or circuits; write switching programs; operate radio base station; analyze the public's complaints of electrical, water and street light problems to determine the corrective action required; monitor Water Division SCADA terminal; dispatch water troubleshooters and pump operators after hours; dispatch field personnel for after hours water and electric service connections, disconnects and reconnects; maintain a log of operation of the system.

Additionally, when assigned to the Utilities Electric Power System Dispatcher II:

- Has responsibility and jurisdiction for de-energizing lines and equipment for the issuance of clearances and holds to field crews; dispatch instructions to field crews to perform switching operations at substations, on transmission and distribution lines during normal and emergency conditions; monitor and control the electric transmission and distribution system through SCADA control console; operate circuit breakers; operate high voltage equipment and circuits and related operations; take necessary to restore electric service as soon as breakdowns or defective conditions have been identified or corrected; notify Chief Substation Operator and other authorized persons of emergency condition.
- Participate in and/or supervise the reading of meters, gauges, oil levels, temperatures and other checks and tests on electric power system equipment or circuits; write switching programs; operate radio base station; analyze the public's complaints of electrical, water, and street light problems to determine the corrective action required; monitor Water Division of SCADA terminal; dispatch water troubleshooters and pump operators after hours; dispatch field personnel for after hours water and electric service connections; disconnects and reconnects; maintain a log of operation of the system.
- Supervise and train subordinate Electric Power System Dispatcher I on an assigned shift.

QUALIFICATIONS:**Recruitment Guidelines:****Utilities Electric Power System Dispatcher I**

Education: High school graduation or equivalent. Some college level courses related to the principles and operation of an electric power system and its components is highly desirable.

Experience: A minimum of one year of experience comparable to a Utilities Electric Field Helper or as a Dispatcher performing Radio Communications in the City of Riverside.

Utilities Electric Power System Dispatcher II**Education and Experience:**

Completion of the City of Riverside's Electric Power System Dispatcher Training Program to include a minimum of 67 college semester units specifically related to the principles **and** operation of an electric power system and its components, and one year of experience

comparable to an Utilities Electric Power System Dispatcher I in the City of Riverside.

OR

Completion of a course of study or certification including courses specifically related to the principles and operation of an Electrical Power System and its components, **and** four years of experience in the dispatching or the operation of an Electrical Power System.

Necessary Special Requirements

- Willingness to enroll in the Utilities Electric Power System Dispatcher training program and sign the training program agreement (**Utilities Electric Power System Dispatcher I - level only**).
- Willingness to work rotating shifts as assigned.
- Possession of, or ability to obtain, an appropriate, valid Class "C" California Motor Vehicle Operator's License.
- May require possession of or the ability to obtain an appropriate valid California Commercial Motor Vehicle Operator's License based upon operational need and the duties assigned.

SELECTION PROCESS:

IMPORTANT INFORMATION ON SCHEDULING ASSESSMENTS:

If you are selected to move forward in the assessment process, you may be required to self-schedule your appointment. You will be notified via email of your status and provided with self-scheduling instructions. Please check your email regularly following the closing date of this recruitment.

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. Those who successfully complete the selection process will be placed on the eligibility list for this classification.

It is the responsibility of candidates with a disability requiring accommodation in the assessment process to contact the Human Resources Department in writing to request such accommodation prior to the closing date of this recruitment.

Appointment may be subject to the successful completion of a pre-employment background investigation, medical/physical examination, drug and alcohol test.

NOTE: The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards. Candidates may reapply when there is a posting to establish an eligibility list.

All applicants will be notified via e-mail or telephone of their application status and the assessment dates/times/locations after the closing date of this announcement.

THE PROVISIONS OF THIS JOB ANNOUNCEMENT DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.

**CITY OF RIVERSIDE, AS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER,
ENCOURAGES APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY.**



APPLICATIONS MUST BE FILED ONLINE AT:

<http://www.riversideca.gov>

3900 Main Street
Riverside, CA 92522
951-826-5808

cityjobs@riversideca.gov

Position #17-4850-01
UTILITIES ELECTRIC POWER SYSTEM DISPATCHER I/II
JB

UTILITIES ELECTRIC POWER SYSTEM DISPATCHER I/II Supplemental Questionnaire

- * 1. **Instructions:** The information on the application and your responses to the following supplemental questions will be used to determine whether you meet the minimum and/or highly desirable qualifications for the position in which you are applying. Detailed responses must be provided for each question in order to ensure qualifications are properly considered.
*(*Do not refer to a resume in lieu of completing the supplemental questions).
Employers listed on this questionnaire must also be listed and fully detailed in the work experience section of your application.*
 - I understand.
- * 2. Please indicate the highest level of education you have completed.
 - Less than High School Diploma or GED
 - High School Diploma or GED
 - Some college coursework completed (less than 59 semester units or less than 89 quarter units)
 - Associate's Degree (at least 60 semester units or 90 quarter units)
 - Bachelor's Degree (at least 120 semester units or 180 quarter units)
 - Master's Degree
 - PhD
- * 3. Please indicate whether you have completed college level courses related to the principles and operation of an electric power system and its components (ex: Power System Restoration, Power System Protection, Power System Controls, etc.):

- I have completed some courses related to the principles and operation of an electric power system and its components
 - I have completed a course of study or certification including courses specifically related to the principles and operation of an Electrical Power System and its components
 - I have completed the City of Riverside's Electric Power System Dispatcher Training Program to include a minimum of 67 college semester units specifically related to the principles and operation of an electric power system and its components
 - I have not completed any college level courses related to the principles and operation of an electric power system and its components
- * 4. Please indicate the amount of full time experience you possess performing tasks in assisting journey level workers in the construction and maintenance of electric overhead and underground lines, substations and related facilities:
- Less than 1 year
 - 1 - 2 years
 - 3 years or more
- * 5. Please indicate the amount of full time experience you possess as a dispatcher performing radio communications:
- Less than 1 year
 - 1 - 2 years
 - 3 years or more
- * 6. Please indicate the following regarding your experience listed in questions 4 or 5 above, or indicate N/A if not applicable:
Employer:
Job Title:
Years of Experience:
Examples of Duties:
- * 7. Please indicate the amount of full time experience you possess in the dispatching or the operation of an Electrical Power System:
- Less than 1 year
 - 2 - 3 years
 - 4 years or more
- * 8. Please indicate the following regarding your experience listed above, or relevant work experience:
Employer:
Job Title:
Years of Experience:
Examples of Duties:
- * 9. If selected for the Utilities Electric Power System Dispatcher I, are you willing to enroll in the Utilities Electric Power System Dispatcher training program and sign the training

program agreement?

Yes No

* 10. Are you willing to work rotating shifts as assigned?

Yes No

* 11. Please indicate the type of valid motor vehicle operator's license you possess.

- None
 Class A
 Class B
 Class C
 Out of State License

* 12. Please indicate the amount of full time, power system dispatching experience you possess with a utility agency:

- Less than 1 year
 1 - 2 years
 3 years or more

* 13. **Certification:** I understand that I **cannot** update my application once it has been submitted. Therefore, I have fully completed **ALL** sections, provided **full descriptions of my duties and responsibilities** for each employer, and have fully answered **ALL** questions on the Supplemental Questionnaire. (***Do not refer to a resume or other documentation, as it will not be reviewed.***) *Employers noted on the Supplemental Questionnaire must also be included and fully detailed on the Application.*

I understand.

* Required Question