



City of Arts & Innovation

CITY OF RIVERSIDE
invites applications for the position of:
UTILITIES DISPATCH
SUPERINTENDENT

SALARY: \$4,308.46 - \$5,500.15 Biweekly
\$112,020.00 - \$143,004.00 Annually

OPENING DATE: 08/24/17

CLOSING DATE: 09/21/17 11:59 PM

THE POSITION:



The City of Riverside is accepting applications for the position of **Utilities Dispatch Superintendent** to fill one (1) current vacancy 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 Dispatch Superintendent, under general direction, plan, coordinate, supervise, and direct the operation and dispatch of the electrical power system; plan, coordinate, supervise and direct the operation of water transmission and distribution systems; and do related work as required.

WORK PERFORMED:

Typical duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies, and priorities.
- Plan, schedule, assign, supervise, and coordinate the work of crews and employees in planning for outages, workarounds, methods for system repairs and improvements, including addressing security issues, communications, and emergency planning.
- Participate in conference with engineers, other utilities, contractors, consultants and City staff regarding projects and project problems; review project plans and drawings with crew supervisors, make change recommendations, provide technical advice and assistance on difficult work problems; evaluate work methods and procedures used, and recommend improvements.
- Participate in the safety program and in Energy Delivery Safety Committee meetings to review incidents, safety concerns, and changes in federal, state, and local regulations and industry standards.

- Assist the Utilities Electric Operations Manager in budget preparation for the division.
- Select, supervise, train, and evaluate subordinates.
- Develop and maintain operating orders and Standard Practices.
- Prepare and issue operational reports.
- Maintain Dispatch maps and records.
- Develop and maintain standard practices and procedures, and provide the appropriate interpretation to ensure compliance with applicable standards.
- Maintain appropriate communications and reporting with area utility grid operators.
- Maintain compliance with local and state regulations concerning HAZMAT removal or disposal of electrical equipment or apparatus that may be damaged on the electric system.
- Assume the duties of the Utilities Electric Operations Manager when assigned.

QUALIFICATIONS:

Recruitment Guidelines:

Education: High School graduation or satisfactory equivalent (GED). Additional college level courses related to the principles and operation of an electric power system and its components is highly desirable.

Experience: Six years of journey level experience in the dispatching and operation of power systems, which includes three years of supervisory experience in the operation of power systems.

Necessary Special Requirement

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Highly Desired Qualifications

Current possession of North American Electric Reliability Corporation (NERC) Certification.

Real-time operations experience of an electrical power system.

Experience writing switching orders and switching programs.

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. EOE

**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>

Position #17-4876-01
UTILITIES DISPATCH SUPERINTENDENT

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

cityjobs@riversideca.gov
