



CITY OF GLENDALE

Human Resources Department
613 E. Broadway, Room 100
Glendale, CA 91206
<http://www.glendaleca.gov>

Chief Assistant General Manager/Electric Services

An Equal Opportunity Employer

SALARY:

\$11,992.25 - \$17,443.75 Monthly

CLOSING DATE: May Close at Any Time. Apply Immediately!

Apply at: www.glendaleca.gov

City of Glendale Offers a Competitive Benefits Package

THE POSITION

Under general direction of the General Manager of Glendale Water and Power, this upper management position is responsible for planning, directing and controlling the long-range and short-term electrical services system planning and electrical services management activities; electrical services operations and maintenance; financial management and analysis; and ongoing operations analysis and improvement.

Essential functions of the job include, but are not limited to, the following:

Directs electrical engineering staff in the preparation of engineering designs, specifications, and reports involving the engineering functions related to the electric system, including directing staff in the Section's project management activities.

Ensures that all Sectional activities are carried out safely and reliably, in accordance with City and Department goals and policies.

Prepares periodic reports to evaluate the Department's performance in meeting strategic and performance goals in safety, reliability, finance and regulatory compliance.

Directs the Electrical Superintendent relative to the construction, maintenance and operation of the

Electrical System.

Directs analysis of electrical system for proposed improvements and for expansion. Directs the preparation of estimates and work orders for electrical system improvements and construction.

Reviews operating statistics, rate ordinances and construction costs. Prepares reports, evaluates cost analyses and estimates required in the operation of the Electrical System. Evaluates economic efficiency studies of the Electrical System.

Directs efficient handling of land and right-of-way engineering, property management, permit review and processing, environmental impact studies and Federal grant administration.

Prepares and monitors Electrical Section budget and makes recommendations for construction, operation and maintenance.

Prepares written reports and correspondence, and recommends procedural changes to improve efficient operation of the sections.

Analyzes operations and recommends improvements to increase staff utilization, control costs, simplify work methods and better plan and monitor organizational performance.

Maintains liaison with other departments in connection with the Electrical System's operation. Represents the electrical utility in meetings with other City departments, outside agencies, the Glendale Water and Power Commission, and the City Council. Confers with the public and representatives of other agencies relating to Electrical System matters. Works closely with the Southern California Public Power Authority.

Participates in industry related committees regarding safety and reliability regulatory compliance, and other committees as necessary.

Participates in cost of service analyses, identification of funding sources, community outreach programs and other related customer-service activities.

Hires employees and implements training programs to meet the requirements of each functional area of responsibility and developing employees for succession.

Reviews and maintains current knowledge of Federal, State and County laws, and City ordinances relevant to the operation of the Electrical System.

May perform the duties of General Manager in his/her absence.

Reviews and evaluates employees' job performance, and effectively recommends personnel action. Plans,

directs, and delegates work of subordinate employees.

Ensures Department services are provided with exceptional customer service and the highest level of ethical standards.

Drives on City business.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS

Experience

Ten years of recent progressively responsible professional experience in Electrical Engineering, including five years in a managerial capacity in an electrical utility with at least one year at an Assistant General Manager level or higher.

Education/Training

Bachelor's Degree in Electrical, Mechanical or Civil Engineering. A Master's Degree in a related field is desirable.

License(s)/Certification(s)

Valid California Class C driver's license.

Registration as a Professional Electrical Engineer with the State of California.

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