



City of Arts & Innovation

CITY OF RIVERSIDE
invites applications for the position of:
UTILITIES ELECTRICAL ENGINEER
(SUBSTATION ENGINEERING)

SALARY: \$2,980.62 - \$3,994.15 Biweekly
\$77,496.00 - \$103,848.00 Annually

OPENING DATE: 02/14/18

CLOSING DATE: 03/15/18 11:59 PM

THE POSITION:



The City of Riverside is accepting applications to expand the current pool of candidates for **Utilities Electrical Engineer** to fill one (1) additional vacancy in the **Substation Engineering 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.

***This recruitment has been re-opened to expand the current list of candidates. Applicants that recently applied within the last six (6) months should not submit an additional application.**

The Utilities Electrical Engineer, under general supervision, will perform supervisory and professional electrical engineering work in the design, investigation and construction of electric utility projects; and will do related work as required. As incumbents progress through this job series, projects become considerably more technically demanding and may involve direct supervisory responsibilities and duties.

WORK PERFORMED:

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

- Plan and perform their work and complete special projects requiring advanced engineering and technical ability.
- This responsibility includes such projects as:

Update written directives for their department and for use by other employees to include:

Engineering Guidelines
Standard Material Lists
Standard Specifications
Technical and administrative policies and procedures

- Research activities pertaining to new and failed materials, engineering and construction practices.
- Economic, loading, load flow and project justification reports.
- Other directives as required.
- Develop large engineering projects and other engineering projects that may have special problems which have an important effect on other significant utility projects.
- Provide background information and documentation for management consideration on major projects and technical matters involving engineering theories, concepts and principles.
- Make sound decisions independently on minor technical problems and methods related to the work being performed.
- Act in an advisory capacity to other engineering personnel of limited experience.

QUALIFICATIONS:

Education and Experience:

Education: Graduation with a bachelor's degree in electrical engineering from a college or university with an accredited four or five year degree program, in electrical engineering. A bachelor's degree in civil or mechanical engineering from a college or university with an accredited four or five year degree program with two additional years of experience doing professional electric utility engineering can substitute for an electrical engineering degree. The completion of post-graduate courses related to electric utility engineering is highly desirable. Registration as a Professional Engineer cannot substitute for the required education.

Experience: Three years of experience in professional electric utility engineering work comparable to that of [Utilities Associate Electrical Engineer in the City of Riverside](#) Electric Utility. An Engineer-in-Training Certificate is highly desirable.

Necessary Special Requirement

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

Highly Desired Qualifications

- Engineering experience in any of the following fields: substation engineering, system protection, and substation automation.
- Experience leading and managing projects.
- Project management experience working with contractors, consultants and internal customers in an electric utility for substation projects.
- Experience preparing and evaluating bids and reviewing design drawings.
- Experience preparing *Schweitzer Engineering Laboratories* (SEL) relay settings and protection calculations for substation, transmission and distribution systems.
- Experience developing substation drawings such as single line, three-lines, logic diagrams, control schematics and wiring diagrams, and relay panel arrangements.

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.

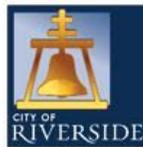
Appointment may be subject to the successful completion of a pre-employment background investigation, medical/physical examination, drug and alcohol test.

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 #17-7175-01
UTILITIES ELECTRICAL ENGINEER (SUBSTATION ENGINEERING)
JB

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

cityjobs@riversideca.gov

UTILITIES ELECTRICAL ENGINEER (SUBSTATION ENGINEERING) 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 type of valid motor vehicle operator's license you possess.
 - None
 - Class A
 - Class B
 - Class C
 - Out of State License
- * 3. 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
- * 4. Please indicate which area of major coursework you possess a bachelor's degree, or higher, in, if applicable:
- Electrical Engineering
 - Civil Engineering
 - Mechanical Engineering
 - Electronic Engineering
 - I do not possess a bachelor's degree, or higher, in any of the areas above
- * 5. Please indicate which of the following certifications you possess, if any.
- Engineer-in-Training (EIT)
 - Professional Registration in California as an Electrical Engineer (PE)
 - None of the Above
- * 6. Please indicate the amount of engineering experience you possess with an electric utility.
- Less than 2 years
 - More than 2 years, less than 3 years
 - More than 3 years, less than 4 years
 - More than 4 years, less than 5 years
 - More than 5 years
- * 7. Please indicate the amount of experience you possess in any of the following fields: substation engineering, system protection, and substation automation.
- Less than 1 year
 - 1 - 3 years
 - 4 - 6 years
 - 7 years or more
- * 8. Please indicate the amount of experience you possess developing substation drawings such as single line, three-lines, logic diagrams, control schematics and wiring diagrams, and relay panel arrangements.
- Less than 1 year
 - 1 - 3 years
 - 4 - 6 years
 - 7 years or more
- * 9. Please indicate the following regarding your experience listed above in questions 6 through 8, or relevant work experience:
- Employer:
Job Title:
Years of Experience:
Examples of Duties:
- * 10. Please indicate the amount of project management experience you possess working with contractors, consultants and internal customers in an electric utility for substation projects.
- Less than 1 year
 - 1 - 3 years
 - 4 - 6 years
 - 7 years or more
- * 11. Please indicate the amount of experience you possess preparing and evaluating bids and reviewing design drawings.
- Less than 1 year
 - 1 - 3 years
 - 4 - 6 years
 - 7 years or more
- * 12. Please indicate the amount of experience preparing SEL relay settings and protection calculations for substation, transmission and distribution systems.
- Less than 1 year
 - 1 - 3 years
 - 4 - 6 years
 - 7 years or more
- * 13. Please indicate the amount of experience you possess leading and managing projects.
- Less than 1 year
 - 1 - 3 years
 - 4 - 6 years
 - 7 years or more
- * 14. Please indicate the following regarding your experience listed in questions 10 through 13 above, or relevant work experience:
- Employer:
Job Title:
Years of Experience:
Examples of Duties:

- * 15. **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