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City of Banning

The City of Banning, CA (population 30,000) 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 new position in the Electric Utility Department. A completed City application is required. Application must be fully completed and signed. Incomplete applications will not be accepted. **Recruitment open until position is filled.** Apply to the City of Banning, Human Resources Department, 99 E. Ramsey St., P.O. Box 998, Banning, CA, 92220, or electronically @ www.ci.banning.ca.us/jobs.aspx. Accepted applications will be time and date stamped, both in person and electronically. Following review

Employment Opportunity

ELECTRIC ENGINEERING MANAGER

Recruitment Open Until Position Filled

**Full-Time Position/Benefits - Exempt/Range T85
Annual Salary Range: \$95,011 – 128,538**

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

JOB DEFINITION: Under general supervision of the Electric Utility Director, accountable for the overall electric system planning and design, system reliability, resilience, and power quality, system sectionalizing and coordination, and system automation, including all communications infrastructure. Exercises general supervision over professional engineering staff, engineering support staff, and clerical and technical staff.

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: Advance the utility in automation and technical efficiencies; develop and participate in the implementation of goals, objectives, policies, and procedures; set project priorities and monitor progress; supervise and participate in the preparation and administration of programs; supervise and participate in the preparation of special engineering studies and reports; coordinate related engineering activities with other City departments, divisions, and sections and with outside agencies; participate, prepare and administer multi-year budgets; manage the preparation and prioritization of multi-year Capital Improvement Programs; manage the development of plans and estimates for construction and major repair of electrical systems, including underground and overhead transmission and distribution lines, street lights, substations, communications, generation and related facilities; manage the development of professional contracts with consultants and other utilities agencies; monitor the implementation of such contracts; manage various engineering and other professional disciplines and functions in accordance with good electric utility practices; review and approve engineering drawings, work orders, and purchase orders; serve as a representative to a variety of City commissions, boards and committees on electric utility matters; direct and manage the automation and technology development and support as it relates to engineering projects; represent Banning Electric Utility to other departments, elected officials, and outside agencies and organizations; participate in the selection of, train, motivate, supervise and evaluate assigned personnel; provide and/or coordinate staff training and work with employees on performance issues in coordination with Human Resources. Perform related duties as assigned.

MINIMUM QUALIFICATIONS: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance as an Electric Engineering Manager. Example combinations include: A Bachelor's degree from an accredited collegial institution in a related field and/or combination of an Associate's degree from an accredited collegial institution with trades journey level certification in medium or high voltage power electronics, power line, or power communications fields. An advanced level degree in electrical engineering, business, or licensed professional electrical engineer is preferred, with the ability to be registered in the State of California within one year of employment.

ADDITIONAL REQUIREMENTS: Must possess and maintain a valid California Driver License. May be required to work outside the traditional work schedule.

PHYSICAL REQUIREMENTS: Work is primarily performed in an office environment requiring prolonged sitting or standing; walking, kneeling, crouching, squatting, stooping, and bending;

of all submitted applications, those candidates whose qualifications best meet the 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 email 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.

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.

inputting data into a computer terminal; exposure to computer glare, vibrations, and pitch; lifting, carrying, and regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds in weight; use hands to finger, handle or feel; reach with hands and arms and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of retail electric distribution operations and practices; applicable City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives; personnel administration, preferably in a consumer-owned utility setting and management and/or supervision principles. 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, the general public and others having business with the City of Banning and operating a personal computer, utilizing a variety of software applications. Ability to communicate clearly and concisely, orally, and in writing with a diverse population and cultures; plan, direct and coordinate projects within the energy delivery area; manage the preparation of specifications, cost estimates, work schedules, plans, maps and reports; understand and manage complex engineering computations and check, design and supervise the construction of a wide variety of public and private facilities.

APPLICANT INFORMATION AND BENEFITS

APPLICATIONS: Applications must be thoroughly completed. Incomplete applications will not be accepted. Post-marked or facsimiles will not be accepted. Resumes may be attached, but will not be accepted in lieu of a City application form. A completed application does not guarantee an interview or employment with City of Banning. 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 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.

PROBATION PERIOD: All new 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.

CAFETERIA PLAN/BENEFITS: The City contributes \$1,350 per month to each employee for health insurance, dental, vision, life or a deferred compensation program. City reimburses employee a maximum of \$300 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.

LIFE/DISABILITY INSURANCE: 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 not subject to waiting period.

OTHER BENEFITS: \$275/mo. for possession of a Master's Degree. \$250/mo. vehicle allowance.

AGENCY SHOP/DUES DEDUCTIONS: Management employees can voluntarily choose to join the Teamsters Local 1932, or pay them a service fee in an amount not to exceed the standard initiation fee, periodic dues and general assessments of Teamsters Local 1932.