



CITY OF LOMPOC
invites applications for the position of:
**ASSISTANT ELECTRICAL
UTILITY MANAGER**

SALARY: \$49.53 - \$59.90 Hourly
\$3,962.48 - \$4,791.60 Biweekly
\$8,585.37 - \$10,381.80 Monthly

OPENING DATE: 10/29/19

CLOSING DATE: Continuous

DEFINITION/SELECTION PROCESS:

THIS RECRUITMENT IS TO ESTABLISH AN ELIGIBILITY LIST FOR A CURRENT BUDGETED FULL-TIME VACANCY. Interested applicants must submit on-line application -- NO paper applications will be accepted.

The City reserves the right to stop accepting applications prior to the posted deadline, if sufficient numbers of qualified applications are received. Therefore, applicants are encouraged to apply as early as possible. The recruitment is officially closed once it has been removed from the City's website.

If you forget your password, have application login problems, or get an error message during the application process, please call the NeoGov helpline at 1-855-524-5627 for assistance.

The **Assistant Electrical Utility Manager** is responsible for the design, review, and coordination for the design, planning, project management, operations and maintenance of the City's electrical distribution, substation, and transmission system infrastructure. This position is distinguished from the Electrical Utility Engineer by the added responsibilities of project management, contract administration, direction of paraprofessional and technical staff, and responsibility for the Electrical Division in the Electrical Utility Manager's absence.

EXAMINATION PROCESS: Based upon screening of the **City application**, résumé, and **responses to supplemental questions**, applicants whose qualifications best meet the requirements of the position will be invited to the examination process. This process may include, but is not limited to: written examination, panel interview and/or performance examination, which consists of an evaluation of some of the essential knowledge, skills, abilities, and job related experience listed below. Those candidates who pass the examination process are placed on an eligibility list from which the final selection will be made.

SELECTION PROCESS: As authorized by City policy, applicants being considered for hire in this position are subject to fingerprinting for purposes of investigating criminal history background, as part of the employment screening process. Appointment is subject to successful completion of a pre-employment medical examination (based upon job-related physical standards) by a City-designated physician.

Failure in any one part of the examination or selection processes will disqualify a candidate from further consideration.

ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES:

The following duties are typical of this classification. Incumbent may not perform all of the duties and/or may be required to perform specific additional or different duties from those set forth below to address business needs and changing business practices.

Directs and manages the day-to-day operation of the division and coordinates projects with other divisions/departments and customers; develops and implements goals, objectives, policies and procedures to enable and meet the business goals of the division and the City; develops and coordinates project schedules and staffing resource assignments; identifies and implements necessary system expansions/modifications to provide sufficient capacity and quality of power to serve new and existing loads under both normal and emergency conditions; provides direction, technical review and support to staff performing project management, construction and materials standards; specifies and evaluates bids/proposals and requests for proposals of equipment, materials, professional services and other department needs as required; maintains Division Design and Construction Standards and Division Services Fee Structure; reviews and comments on plans and specifications submitted by contractors and consultant engineers; recommends, implements, and ensures regulatory compliance requirements are being met; recommends the appointment of personnel, conducts performance evaluations, recommends disciplinary procedures as required; prepares the Section's budget; assists in budget implementation, participates in the forecast of additional funds needed for staffing, equipment, materials and supplies, administer and adheres to the approved budget; coordinates assignments with other City Department's/Division's staff, customers, and vendors and other agencies; prepares plans and specifications for the operation and maintenance of the electrical distribution system and substations; implements and updates computerized mapping of electrical distribution system and inventory; develops computer model of electrical distribution system; performs evaluation of electrical system and makes recommendations for changes of design, operation and maintenance; designs and implements a real-time computerized supervisory control and data acquisition (SCADA) system for the electrical distribution system and substations; provides technical review and support to contractor staff that perform projects for the City pertaining to contractor claims and construction work, and materials standards; provides professional, technical support to other City departments, customers and outside agencies; writes equipment technical specifications; reviews drawings; performs required calculations; reviews appropriate electrical codes; conducts field inspections and final reviews and approval of finished drawings; prepares, executes and administers contracts; performs project management for major projects; supervises and inspects contractor work related to the electrical distribution system; resolves construction and contractor conflict issues; oversees the design, budget, scheduling, and construction of electric projects; participates in technical meetings and conferences; meets with suppliers and manufacturers of electrical equipment; evaluates, tests and approves electrical equipment for the electrical distribution system; prepares complex technical reports involving the construction, maintenance and operation of the electrical system; directs staff engaged in paraprofessional engineering work; recommends and implements safety procedures, training and guidelines; acquires necessary protective gear, tools and devices to enhance personnel and equipment safety; responds to public concerns and complaints, ensure they are handled promptly and professionally; builds and maintains positive working relationships with co-workers, subordinates, other City employees and the public using principles of good customer service; coordinate multi-year capital improvement plans for Electric Utility Projects; acts as project manager; prepares a variety of studies and reports related to specific areas of assignment and assists in preparation of short/long range Electric System Planning; serves as the Division's representative to the California Electrical Utility Service Equipment Requirement Committee (EUSERC) and Southern California Meter Users Group (SCMUG); performs other duties related to the operation of the Division and the City including additional duties that enable the Division and City to meet the diverse needs of its community.

If you are unable to perform the essential functions of the position for which you are applying, either with or without reasonable accommodation, please notify Human Resources at (805) 875-8208.

TYPICAL QUALIFICATIONS:

Include any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is:

EDUCATION AND EXPERIENCE: Completion of a Bachelor's degree in electrical engineering or related field, **AND** three (3) years of increasing responsible work related to an electric utility operation, which includes experience in project management and contract administration and Distribution System Design experience, **AND** includes a minimum of two (2) years of supervisory experience. Experience with electric utility Advanced Digital Revenue Metering, Advanced Digital Protective Relaying, Broadband/Wi-Fi infrastructure, Fixed Network and Field Collections Metering Reading Systems and/or SCADA system experience is highly desirable.

LICENSE REQUIRED: Possession of a valid and appropriate California Drivers License. Annual HAZMAT Certification is required.

KNOWLEDGE OF: Methods, techniques and practices used in the analysis, planning, design, operation, construction and maintenance of an electric transmission/distribution system; principles and practices of project management, organization, administration, and personnel management; electrical engineering principles/practices, codes, and regulations; electrical engineering theory and principles of electric power transmission and distribution; advanced Electrical Power systems and electronic components and circuits; APPA and OSHA Safety rules and regulations applicable when working on or around energized equipment; pertinent federal, state and local laws, codes and regulations including General Orders G095, 128, 165, 166, and 174; broadband/WI-FI communications and equipment; commercial/residential medium/low voltage electrical service equipment; commercial/residential electrical revenue metering equipment/devices; computerized modeling of electrical system and system evaluation; computerized supervisory control and data acquisition (SCADA) system and equipment; design, operation, and engineering problems of electrical distribution systems; electrical Power Distribution System Equipment; grid 20/20 and power monitoring field installed devices used for energy diversion, theft, and system operating efficiency analysis and monitoring; inductance, capacitance, power factor and vector analysis; Fixed Network Meter Reading System; Reinhausen on-load transformer tap changers and Beckwith load drop compensator on-load transformer tap changer controllers; Real Time Automation Controllers and digital relay protection (Feeder, Transformer, and Bus) solid-state devices; tools used in electrical installation and repair work; appropriate safety precautions and procedures; basic supervisory principles, practices and techniques; computer usage and applications; and English usage, spelling, grammar, and punctuation.

ABILITY TO: Plan and design electrical distribution systems, street lighting, substations and related utility systems; read and interpret various diagrams, schematics, design drawings, and computer generated data; perform complex electrical engineering work; prepare comprehensive and complex technical reports; plan, review, coordinate and prioritize multiple projects and the work of others; prepare, execute and administer contracts; control, install, maintain, monitor, operate, program, repair, test, and troubleshoot all equipment, devices, and appurtenances associated with the City's Electric and Broadband Utility's infrastructure; read, understand, interpret, and apply complex written material including federal and state regulations; analyze complex budgetary, management, and/or operational problems; interact effectively with the public, representatives of business, industry, or other governmental agencies; manage major projects and programs; prepare clear, accurate and comprehensive reports; maintain accurate records; communicate clearly and concisely, orally and in writing; coordinate plans and work between various agencies involved in large projects; develop, control, and implement Transmission and Distribution System switching procedures; develop and implement computer analysis and evaluation of electrical system; respond to the most difficult customer complaints/questions; equipment used for Testing and Monitoring Power Delivery and Revenue Metering Equipment; identify problems/issues, collect and analyze data, develop alternatives and select the most appropriate solution; operate a variety of standard and specialized office equipment including a personal computer and peripheral equipment; operate a vehicle observing legal and defensive driving practices; use precision instruments and testing equipment to obtain specified performance; understand and carry out oral and written instructions; provide professional technical expertise to other City Department's staff, customers and other outside agencies; supervise, train, and evaluate assigned staff; plan, organize, train, assign, review and evaluate the work of others and subordinates; communicate effective both orally and in writing; write reports and maintain accurate records; and establish and maintain effective relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL: Strength category: Light-exert force to 20 lbs. occasionally, or 10 lbs. frequently, or negligible force constantly to lift, carry, push, pull or move objects. May involve significant standing, walking, pushing and/or pulling. Frequent sitting, fingering, typing. Occasional standing, walking, bending, twisting at the waist, handling, gripping, grasping, reaching at, above and below shoulder level, extending neck side to side. On rare occasion stoops, crouches, kneels, climbs stairs, ladders, scaffolding, extends neck upward and downward. **Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** Effectively hear/comprehend oral instructions and communication.

MENTAL/PSYCHOLOGICAL: Maintain control and remain professional and courteous in emergency and other work situations under adverse conditions; work independently with limited direct supervision; work cooperatively and interact appropriately with those contacted in the course of work, including the general public, management, staff, City officials, consultants, media, citizen groups, and vendors; utilize complex reading, writing, and math skills; read and interpret complex data; communicate effectively orally and in writing; thoroughly analyze and solve problems; investigate and resolve interpersonal conflicts; exercise sound judgment; respond quickly to changing priorities; maintain high standards necessary for the efficient and professional operation of the electric utility perform; effective multi-tasking; work under pressure; establish priorities and work within deadlines; supervises other workers; respond effectively to emergency situations; think and act quickly in emergencies and to judge situations accurately; resolve difficult contractual situations; manage and implement large projects; direct the work of others.

ENVIRONMENTAL CONDITIONS: Constantly works indoors; occasionally works outdoors. Frequent use of products and equipment required in a standard office work setting; personal computer, including word processing, database and spreadsheet programs; calculator, telephone, photocopier and telex fax machines, and other standard office equipment. Works independently and with the public. The noise level in the work environment is usually quiet while in the office, and moderately loud when outdoors. Occasionally drives City vehicles to attend meetings at various City facilities, meeting sites, and public and private events.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/lompocca/default.cfm>

Position #0631019
ASSISTANT ELECTRICAL UTILITY
MANAGER
JB

100 Civic Center Plaza
Lompoc, CA 93438
805-875-8208

HR@ci.lompoc.ca.us

ASSISTANT ELECTRICAL UTILITY MANAGER Supplemental Questionnaire

- * 1. The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information

may eliminate you from consideration. "See Resume" is not an acceptable answer to the questions.

Yes, I understand and agree

No, I do not agree

- * 2. What is the highest level of degree you possess; SPECIFICALLY in relating to electrical engineering or a related field?
- No degree
 - Associate Degree NOT related to Engineering
 - Bachelor's Degree NOT related to Engineering
 - Master's Degree NOT related to Engineering
 - Associate Degree / related to Engineering
 - Bachelor's Degree / related to Engineering
 - Master's Degree / related to Engineering
- * 3. What best describes your level of supervisory experience.
- No Experience
 - Unskilled Level (less than 1 year)
 - Trainee Level (1 year to less than 2 years)
 - Semi-skilled Level - Some experience (2 years to less than 3 years)
 - Skilled Level - Highly experienced (3 years to less than 5 years)
 - Advanced Skilled Level - Extensive experience (5+ years)
- * 4. What best describes your level of experience managing a division/department with five (5) or more employees?
- No Experience
 - Unskilled Level (less than 1 year)
 - Trainee Level (1 year to less than 2 years)
 - Semi-skilled Level - Some experience (2 years to less than 3 years)
 - Skilled Level - Highly experienced (3 years to less than 5 years)
 - Advanced Skilled Level - Extensive experience (5+ years)
- * 5. What best describes your level of experience preparing and administering a division or department budget?
- No Experience
 - Unskilled Level (less than 1 year)
 - Trainee Level (1 year to less than 2 years)
 - Semi-skilled Level - Some experience (2 years to less than 3 years)
 - Skilled Level - Highly experienced (3 years to less than 5 years)
 - Advanced Skilled Level - Extensive experience (5+ years)
- * 6. What best describes your level of project management experience?
- No Experience
 - Unskilled Level (less than 1 year)
 - Trainee Level (1 year to less than 2 years)
 - Semi-skilled Level - Some experience (2 years to less than 3 years)
 - Skilled Level - Highly experienced (3 years to less than 5 years)
 - Advanced Skilled Level - Extensive experience (5+ years)
- * 7. What best describes your level of contract administration experience?
- No Experience
 - Unskilled Level (less than 1 year)
 - Trainee Level (1 year to less than 2 years)
 - Semi-skilled Level - Some experience (2 years to less than 3 years)
 - Skilled Level - Highly experienced (3 years to less than 5 years)
 - Advanced Skilled Level - Extensive experience (5+ years)
- * 8. What best describes your level of distribution system design experience?
- No Experience
 - Unskilled Level (less than 1 year)

- Trainee Level (1 year to less than 2 years)
- Semi-skilled Level - Some experience (2 years to less than 3 years)
- Skilled Level - Highly experienced (3 years to less than 5 years)
- Advanced Skilled Level - Extensive experience (5+ years)

* 9. What best describes your level of electrical substation design experience?

- No Experience
- Unskilled Level (less than 1 year)
- Trainee Level (1 year to less than 2 years)
- Semi-skilled Level - Some experience (2 years to less than 3 years)
- Skilled Level - Highly experienced (3 years to less than 5 years)
- Advanced Skilled Level - Extensive experience (5+ years)

* 10. What best describes your level of electrical distribution protection experience?

- No Experience
- Unskilled Level (less than 1 year)
- Trainee Level (1 year to less than 2 years)
- Semi-skilled Level - Some experience (2 years to less than 3 years)
- Skilled Level - Highly experienced (3 years to less than 4 years)
- Advanced Skilled Level - Extensive experience (4+ years)

* Required Question