



CITY OF PASADENA

Department of Human Resources

100 N. Garfield Ave., Rm S135, P. O. Box 7115

Pasadena, CA 91109-7215

(626) 744-4366

<http://www.cityofpasadena.net/humanresources>

INVITES APPLICATIONS FOR THE POSITION OF: Power Dispatcher

An Equal Opportunity Employer

SALARY

\$42.96 - \$56.45 Hourly \$7,446.99 - \$9,784.98 Monthly \$89,363.87 - \$117,419.74
Annually

OPENING DATE: 01/16/20

CLOSING DATE: Continuous

THE POSITION

The City of Pasadena- Water & Power Department is seeking experienced Power Dispatchers to sustain continuity of service demands through transmission and distribution lines and equipment. Additionally, the successful candidates will operate the [Water&Power](#) Department's SCADA system.

The ideal candidate will take initiative and show professional integrity when coordinating the safe restoration and maintenance of electrical services. The ideal candidate will implement and modify plans and schedules to remove lines and equipment from service, showing composure while making decisions on how to do so even under emergency situations.

MUST APPLY ONLINE

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. You may view the job specification at: [Power Dispatcher](#)

- Controls by observation, the safe and reliable operation of the City's electric generation, transmission and distribution system and water distribution system.
- Makes changes to maintain economical, reliable and safe operating conditions.
- Operates analog, digital and computer terminal equipment to assure proper and reliable exchange schedules.
- Communicates with station operators and field personnel to coordinate necessary station and distribution switching to protect repair personnel.
- Isolates and restores to operation faulted circuits and equipment.
- Plans and schedules switching procedures to place new lines and equipment in service, removes lines and equipment out of service.
- Maintains records of orders issued to and reports received from field personnel; in accordance with general and specific instructions, verifies, acknowledges and resets alarms.
- Alters MWD flow rates; takes readings and logs, transmits information and reports regarding the water telemetry system.
- Interprets information from water board and Data logger and performs appropriate operations.
- Revises equipment data and circuit maps for dispatching use; makes temporary and permanent changes to system, documents system changes.
- Assists in training Substation Operators and may perform duties of Senior Power Dispatcher when required and qualified

COMPETENCIES

The following list represents the core competencies needed for success in this position:

- Attention to detail that allows individual the ability to manage his/her own work with a high level of accuracy
- Communicates with clarity and in a manner that is approachable
- Decision making ability that maintains focus on goals when determining the best course of action
- Handles conflict recognizing, understanding and managing strained situations.
- Safety focus in recognition of the dangers and potential problems that exist in this field of work
- Professional Integrity that pushes the individual to take personal responsibility for behavior and actions
- Technical expertise to sustain continuity of service demands through transmission and distribution lines and equipment

QUALIFICATION GUIDELINES

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to successfully perform the Power Dispatcher duties would qualify. An example includes **three years** experience performing electrical operational activities in a substation or equivalent.

SELECTION PROCESS

The selection process will consist of an evaluation of training and experience. The most highly qualified candidates may be invited to participate in a written test, interview panel, and/or performance examination.

VACANCY INFORMATION

There is currently two (2) vacancies in the Power Delivery division of the Water and Power department.

Candidates selected for this position are subject to a one year probationary work period.

SPECIAL REQUIREMENTS

Must have or obtain a valid Class C California driver's license as required at time of appointment and as a condition of continued employment.

Must obtain a North American Electric Reliability Corporation (NERC) System Operator Certification with a Reliability Operator credential within twelve months of appointment and maintain the certification as a condition of employment.

FLSA = Non-exempt

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.cityofpasadena.net/humanresources>

EXAM #20-068
JA

Power Dispatcher Supplemental Questionnaire

- * 1. Do you have 3 or more years of experience in electrical operational activities in a substation?
 Yes No

- * 2. Do you possess a North American Electric Reliability Corporation (NERC) System Operator certification with a Reliability Operator credential?
 Yes No

- * 3. Describe your experience as a substation operator, steam plant operator, electric distribution mechanic, electrical construction, electrical tester, lineman, underground, or nuclear plant operator. What agency did you work for and what was your title?

- * 4. Are you able to work an 8hr/7 day rotating shift cycle that includes days, nights, graveyards and holidays?
 Yes No

* Required Question

Important Information

EQUAL EMPLOYMENT OPPORTUNITY: The policy of the City shall be to provide equal opportunity to all persons and to prevent unlawful denial of opportunity to any individual because of race, gender, religious creed, sexual orientation, color, marital status, national origin, parental status, ancestry, disability (including AIDS), medical condition (cancer), or age.

APPLICATIONS: A completed official City application and any required supplemental material must be submitted and date stamped by the Human Resources Department by the deadline stated on the job announcement. A separate and complete application must be filed for each position.

EXAMINATION PROCESS: If three or less qualified applications are received, any further examination process may be waived, and the applicants may be referred to the appointing authority for appointment consideration.

SALARIES: All stated salaries are based on present information, subject to change. Appointments are generally made at the minimum salary. All salaries are subject to statutory payroll deductions. Federal law requires that all new employees contribute 1.45% of their monthly salary to the MEDICARE system.

DIRECT DEPOSIT: All City employees will be required to sign up for electronic deposit for their payroll check and will only have access to their payroll information electronically.

PHYSICAL REQUIREMENTS AND SPECIAL CONDITIONS: Applicants must be free from conditions which would preclude satisfactory performance of the essential functions of the job for which applied. Subsequent to a job offer, the City of Pasadena requires a pre-employment physical and drug test consistent with current State and Federal law. Candidates will be examined by a City physician, at City expense, before appointment is approved. Candidates are cautioned not to resign or give notice to present employers until they qualify on the medical examination. The City of Pasadena conforms with State and Federal obligations to make reasonable accommodation for applicants and workers with disabilities. The Human Resources Department asks that it be advised of special needs prior to the filing deadline.

Pasadena residency is a factor in making an employment offer, provided all other qualifications are equal amongst other candidates.

Many positions involve frequent travel to various sites and locations to fulfill job responsibilities and may require a valid California Drivers License or other alternative transportation arrangements made by the incumbent. Verification of a valid license is required via a DMV printout prior to appointment, and a safe driving record.

AGENCY SHOP REQUIREMENTS

Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee as a condition of employment. Positions in the PACTE/LIUNA, Local 777, bargaining unit are required to enroll in and contribute to the LIUNA pension fund. Contact PACTE/LIUNA, Local 777, for more information.

SLIDING CLASSIFICATIONS AND UNDERFILLING POSITIONS: Some classifications are designated as sliding classifications wherein an incumbent may be reclassified to the next budgeted higher level within the job series when qualified and upon demonstrated ability to perform the higher level job duties. Some positions may be filled at a lower classification level than what is budgeted, and the incumbent may be reclassified up to the budgeted classification when qualified and upon demonstrated ability to perform the higher level job duties.

BENEFITS for most Regular Full Time Employees (Benefits vary for part-time and temporary employees):

Ten days annual vacation for first 5 years of employment; 12 paid holidays per year; paid sick leave, medical and dental plans, and basic and supplemental life insurance; membership in the California Public Employees' Retirement System, credit union, deferred compensation program.

VETERAN'S PREFERENCE POINTS: For Open Recruitments, three additional points will be added to the passing score of Veterans who are honorably discharged with one year of active military duty. The DD214 form or other proof must be submitted at time of application.

PRIDESHARE II PROGRAM: All City employees are required to register in the City employee rideshare program. Solo drivers pay a monthly Clean Air/Parking Fee of \$35.

CIVIL DEFENSE: In accordance with State law, all City of Pasadena employees are disaster service workers and may be required to report for duty, or remain on duty, in the event of a disaster.

NOTE: The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.

JOB LINE: The City operates a 24-hour Job Line number, (626) 744-4600, which lists current job opportunities.

HUMAN RESOURCES WEBSITE: www.cityofpasadena.net/humanresources

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HUMAN RESOURCES TELEPHONE: (626) 744-4366