

CITY OF ALAMEDA
invites applications for the position of:



Engineering Manager (Open Until Filled)

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| SALARY: | \$78.93 - \$95.94 Hourly \$147,764.00 - \$179,608.00 Annually |
| DEPARTMENT: | Alameda Municipal Power |
| OPENING DATE: | 04/12/22 |
| CLOSING DATE: | Continuous |
| FLSA STATUS: | Exempt |
| NATURE OF POSITION: | |

Alameda Municipal Power (AMP) is currently recruiting for an Engineering Manager. This is an onsite, full-time position with a 4-day/36-hour work week schedule, an outstanding benefits package including a pension plan, and a modern work-life balance.

This is an exciting opportunity to be a part of a close-knit team making a significant impact in the local community. Please read on to learn more about AMP and this career opportunity.

About Alameda Municipal Power

In 1887, the City of Alameda paid \$20,000 for the installations of 13 streetlights and a 90-kW generating station to power them. And with that, the oldest public electric utility west of the Mississippi was created.

Today, the City of Alameda is still in the power business and still a trendsetter. Now known as Alameda Municipal Power (AMP), we have survived over a century and a quarter of utility mergers that created behemoths in other places.

AMP has provided safe reliable power at lower rates without sacrificing service to power our community. We maintain local control so that we can re-invest in the island and provide value to enrich our lives, businesses, and the community. In fact, since 1887, AMP has contributed more than \$75 million to the City of Alameda's General Fund.

We've seen a lot of change in 130 years, but through it all there's been one constant: We're as committed today to delivering safe and reliable electricity to the residents and businesses of Alameda as we were in 1887. We'll continue to invest in new and improved ways of doing business to manage costs, improve our service, and improve the environment.

DISTINGUISHING FEATURES:

About the Division/Position

This is a dynamic time for electric utilities and AMP's Engineering & Operations Division plays a key role in shaping the design, construction, and operation of the transmission and distribution system. The Engineering Section works very closely with the Operations Section (Line, Substations, Metering, and System Control) to achieve safe and reliable distribution of electricity every day.

As part of the team, you will have the opportunity to create and implement a variety of programs and technology that help in achieving AMP's goals and vision. We are looking for a colleague with exceptional technical knowledge, program and project management skills, exceptional interpersonal skills and excellent communication skills, and an interest in learning new skills to meet the ongoing needs of the highly dynamic energy sector.

EXAMPLES OF DUTIES:

1. Plans, coordinates and supervises professional and technical engineering work in connection with AMP projects.
2. Performs design management ensuring regulatory compliance and overall coordination of complex engineering projects, including providing technical guidance and/or supervision to contract, consulting, and/or AMP and City staff; performs related contract administration, project schedule coordination, interagency coordination, quality control, field decisions, tests, etc.
3. Prepares or directs forecasts system demand, energy requirements, load characteristics, and other factors pertinent to system planning.
4. Identifies, evaluates prepares, reviews and makes recommendations, and supervises the preparation of plans, specifications, cost estimates and contracts; prepares feasibility and economic studies to develop short-range and long-range plans for expansion and improvement of the system including cost estimating, time material requirements and scheduling requirements.
5. Directs and monitors the work of architects, consultants, professional engineering firms and general construction contractors; coordinates related negotiation and contract preparation; negotiates and prepares change orders and extra work orders.
6. Supervises and is responsible for the review of plans, computations and upgrades to AMP engineering standards.
7. Coordinates activities with and provides specialized professional guidance to other work units and divisions, City departments, contractors, consultants, developers, property owners and outside agencies.
8. Researches new concepts and technologies; participates in new program development as assigned.
9. Prepares and may present various studies, analyses and reports; attends various seminars, meetings and conferences; provides information to and resolves issues with other divisions/departments, contractors, consultants, developers, property owners and outside agencies.
10. Assists and administers capital and expense budget planning and material forecasting.

EMPLOYMENT STANDARDS:

Please note that the City of Alameda considers full vaccination against COVID-19 to be a minimum qualification of employment. Any applicant selected for hire must be fully vaccinated by the start of employment.

Education: The Engineering Manager requires graduation from an accredited four-year college or university with major course work in electrical engineering.

Experience: The Engineering Manager requires six years of progressively responsible professional engineer experience in electrical utility power engineering, at least three years of which must have been in a senior supervisory capacity.

Registration by examination as a professional electrical engineer in the State of California.

We will also consider an equivalent combination of education and experience that meets the stated requirements in the job description.

Please click [here](#) to view the job description for Engineering Manager.

Selection Process

Applications and questionnaires will be evaluated and candidates whose experience is evaluated as “best qualified” will be invited to an examination process. The examination process for this recruitment may include 1) completion of supplemental questionnaire and 2) a structured panel interview including a job-related exercise. **Applications will be reviewed on April 26, 2022, and interviews are tentatively scheduled for the week of May 2, 2022.**

The examination process may test for, but is not limited to, the essential knowledge and abilities listed in the job specification and announcement and will be designed to provide a comprehensive review of each candidate's technical knowledge and overall suitability for the position. Qualified applicants will be notified of the exact date, time, and location of examinations approximately two weeks in advance. If applicants have not received written notice at least one week prior to the tentative test date listed in the flyer, they should contact the City of Alameda Human Resources Department at (510) 747-4900.

Candidates passing all components of the examination process will be placed on an Eligible List. A list of names is certified to the department(s) having vacancies based on the type of examination conducted pursuant to the provision of the City's Civil Service Rules. Final selection will be made from the Eligible List by the Department Head subject to approval by the City Manager. The Department Head may utilize additional selection procedures to make a final hiring decision. Placement on an Eligible List does not guarantee employment. Prior to appointment, a thorough reference check will be conducted which may include a credit check and background. The selection process may be evaluated and revised based on the number of qualified applicants. Federal law requires that prior to employment, you must furnish proof of your identity and eligibility for employment in the United States, as required the U.S. Citizenship and Immigration Services.

Highlighted Benefits

4 day work week/36 hours per week (9 hours per day)

Employer-paid medical and dental coverage for you and your family, generous pension program (CalPERS retirement)

City of Alameda provides great benefits, including fully paid medical and dental insurance for you and your family and membership in the CalPERS pension retirement system. [Learn more about our benefits here.](#)

E-VERIFY: The City of Alameda utilizes the Federal government's E-Verify program and new employees must provide documentation to establish identity and work authorization, which includes showing a valid United States Social Security card at the time of hire (photocopies not accepted).

VETERAN'S PREFERENCE CREDIT: A job applicant qualifies as a veteran if honorably discharged from active military, reservist, or National Guard duty of at least 18 consecutive months within the past five (5) years of the date of application. In case of discharge attributable to service-connected injuries or illnesses, the 18 months active duty requirement need not be fulfilled. An applicant claiming veteran's preference credit must attach to their application, a legible copy of their DD-214 verifying the type of discharge and date(s) of active service. **NO OTHER DOCUMENTATION WILL BE ACCEPTED.**

AN EQUAL OPPORTUNITY EMPLOYER: The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin

or age. Qualified disabled persons must be able to perform the essential functions of the position with or without reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department. Hearing Impaired TDD (510) 522-7538.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.alamedaca.gov/Departments/Administration/Human-Resources>

Position #202200037

ENGINEERING MANAGER (OPEN UNTIL FILLED)
CL

2263 Santa Clara Avenue, Rm. 290
Alameda, CA 94501
(510) 747-4900

HR@alamedaca.gov

Engineering Manager (Open Until Filled) Supplemental Questionnaire

- * 1. The supplemental questionnaire which follows is intended for you to identify your qualifications and experience in specific job related areas. It is critical that you fill out the supplemental questionnaire completely and accurately. Do not indicate "See Resume". Any experience or education listed in your responses must also be included in the Education and Work Experience sections of the job application. Your responses to the following questions will be evaluated and used to determine whether your application is given further consideration. A resume and/or any attachments will not be considered in determining your qualifications.
- * 2. Describe your management experience including any oversight of concurrent capital projects with substantial administrative and supervisory responsibility. Be sure to include any specific experience overseeing the design of construction projects through all phases of the design development process.
- * 3. Describe your experience preparing and administering substantial capital improvement project budgets. Include in your response, include the size and complexity of your budgetary responsibility, and your specific role preparing cost forecasts, variances, adjustments, and critical paths including project closure procedures.
- * 4. Describe the most complex capital improvement project contract you successfully negotiated and administered in the last two years. Include in your response, what made the contract complex and what you did to ensure project success. What parts of the contract did not work as planned, and what did you learn?
- * 5. Describe your experience leading a team of employees towards a common project

goal. What techniques did you use to manage employee performance and keep them motivated, engaged, and focused on the desired project outcome?

- * 6. Describe in detail and with specific examples your experience with the implementation of new technologies, i.e. software programs, equipment, or other applicable improvements. Include details such as project size and cost, problem that was solved, and explain the process from inception to completion. If applicable describe roadblocks and how you navigated around them.

- * 7. By selecting "Yes" below, I certify that the information contained in this Supplemental Questionnaire is true, complete, and provides an accurate assessment of my knowledge, skills and abilities as they relate to this position with the City of Alameda. I understand that any misstatements or omissions of material facts may subject me to disqualification or dismissal, and that appropriate tests may be given to verify the accuracy of the information given.
 Yes No

* Required Question