



City of Anaheim

## Electric Operations Manager

<b>SALARY</b>	\$78.88 - \$118.33 Hourly \$164,078.00 - \$246,116.00 Annually	<b>LOCATION</b>	City of Anaheim, CA
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	2024-00199
<b>DEPARTMENT</b>	Public Utilities	<b>OPENING DATE</b>	07/15/2024
<b>CLOSING DATE</b>	Continuous		

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### Description



## PUBLIC UTILITIES

[ANAHEIM.NET/UTILITIES](http://ANAHEIM.NET/UTILITIES)

The **City of Anaheim Public Utilities Department** seeks a talented and knowledgeable manager to direct, manage, supervise, and coordinate the activities and operations of the **Electric Operations and Field Services (EOFS)** Division within the Public Utilities Department.

This person will coordinate assigned activities with other divisions, departments, and outside agencies; and provide highly responsible and complex administrative support to the Utilities Assistant General Manager – Electric Services.

### Essential Functions

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

Assume management responsibility for assigned services and activities of the Electric Operations and Field Services (EOFS) Division, including system operations, electric line construction and maintenance, substation and automation, utility

inspection, metering, and warehouse inventory and procurement.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the Electric Operations Division; recommend and administer policies and procedures.

Monitor and evaluate the safety, efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate work practices that improve safety, processes, and customer satisfaction.

Plan, direct, coordinate, and review the work plan for EOFS staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; administer discipline and termination procedures.

Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.

Ensure compliance with financial and procurement procedures, accounts and controls performed by the EOFS Division warehouse and contracts personnel.

Manage and implement the procedures for reporting customer damage to utility facilities and equipment; and procedures for collection of payments. Coordinate with other departments to process and provide supporting documentation regarding customer claims.

Develop and implement operating plans and procedures; ensure EOFS personnel are in compliance with safe operating procedures; coordinate and direct the utility's response to emergencies; set priorities and commitment of available resources.

Establish methods and procedures form monitoring, control, and reporting for electric system reliability, physical security, and hazardous material handling; ensure compliance with federal, state and local regulations regarding electric utilities. Prepare reports and conduct presentations on electric system performance.

Develop contingency plans for anticipated electric system operations emergencies; participate in City and department disaster preparedness plan development and maintenance.

Manage the operation and train personnel in the utilization of of Supervisory Control and Data Acquisition (SCADA), Outage Management systems (OMS), related electric operations computer systems, telecommunication and radio systems; coordinate with other divisions to ensure proper maintenance and operation of the systems.

Serve as the liaison for the EOFS Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.

Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.

Provide responsible staff assistance to the Utilities Assistant General Manager – Electric Services; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to electric operations programs,

policies, and procedures as appropriate.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of electric utilities systems operations; incorporate new developments as appropriate.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties as required.

## **Qualifications**

Experience and Education: Six years of increasingly responsible electric systems operation experience including two years of administrative and supervisory responsibility supplemented by a Bachelor's degree from an accredited college or university with major course work in engineering, public administration or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Operational characteristics, services, and activities of a public electric utility; principles and practices of electric utility systems operations; principles and practices of program development and administration, transmission and distribution programs, policies, and operational needs; systems operations theory, principles and practices and their application to a wide variety of utility operations; communication and control systems including SCADA systems and their application; outage management systems (OMS) and their applications; contract administration; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; principles and practices of municipal budget preparation and administration; principles of supervision, training, and performance evaluation; pertinent federal, state, and local laws, codes, and regulations, including North American Electric Reliability Corporation (NERC), Western Electricity Coordinating Council (WECC), and California Independent System Operator (CA ISO) operating rules, regulations and practices.

Ability to: Oversee and participate in the management of a comprehensive public electric utility operations program; oversee, direct, and coordinate the work of lower level staff; select, supervise, train, and evaluate staff; participate in the development and administration of division goals, objectives, and procedures; prepare and administer large program budgets; prepare clear and concise administrative and financial reports; recommend and implement goals, objectives, and practices for providing effective, safe and efficient electric utilities operations; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods and techniques; interpret and apply federal, state, and local policies, laws, and regulations; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work; operate office equipment including computers and supporting word processing, spreadsheet and database applications.

## **Supplemental Information**

### **IMPORTANT APPLICATION INFORMATION AND INSTRUCTION**

Applications will be accepted on a continuous basis until a sufficient number of qualified applications have been received. The deadline for the first review of applications is on **August 26, 2024 at 5:00PM.**

**Applicants are encouraged to apply early. Applicants that apply after the first review are not guaranteed to be considered for this recruitment. This recruitment may close at any time without notice after the first review date.**

**The selection process will consist of an oral interview.**

The eligibility list established from this recruitment may also be used to fill the current and/or additional vacancies throughout the City.

Candidates must be specific and complete in describing their qualifications for this position. Failure to state all pertinent information may lead to elimination from consideration. Stating "See Resume" is not an acceptable substitute for a completed application.

The successful candidate will be required to undergo a reference / background check (to include a conviction record) and pass a post-offer pre-employment medical examination (which will include a drug/alcohol screening). The City of Anaheim utilizes E-Verify and new employees must provide documentation to establish both identity and work authorization.

Communication regarding your application and/or status will be sent to the email address listed on your application. Please check your email regularly throughout the recruitment process as you will not receive communications by any other method.

### Equal Opportunity Employer

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**Agency**

City of Anaheim

**Address**

201 S. Anaheim Blvd., Suite 501

Anaheim, California, 92805

**Phone**

714-765-5111

**Website**

<http://www.anaheim.net/jobs>

## Electric Operations Manager Supplemental Questionnaire

**\*QUESTION 1**

Candidates will be evaluated based on the information provided on both the application and the responses to the following Supplemental Questions. Failure to fully detail all experience or stating experience in response to the Supplemental Questions but not listing the experience in the application, copy/pasting information, or responses referring to your resume may eliminate you from consideration. Do you understand this requirement?

Yes

No

**\*QUESTION 2**

Do you have a minimum of 6 years of experience working for an electric utility in the areas of electrical engineering, substation construction, test and maintenance, or electric system operations and maintenance for voltage classes of 12 kV or above?

Yes

No

**\*QUESTION 3**

Do you have a minimum of 2 years supervisory responsibility in these areas of of electrical engineering, substation construction, test and maintenance, or electric system operations and maintenance for voltage classes of 12 kV or above?

- Yes  
 No

**\*QUESTION 4**

If yes, please explain where, with whom, and the types of personnel you supervised, if no write "n/a":

**\*QUESTION 5**

Do you have experience supervising union represented journey level electrical workers?

- Yes  
 No

**\*QUESTION 6**

If yes, state the agency and union you worked with and the number of employees and types of classifications represented, if no write "n/a":

**\*QUESTION 7**

Have you participated in the development of safety regulations and procedures pertaining to electric utility operations?

- Yes  
 No

**\*QUESTION 8**

Please describe your participation in the development of safety regulations and procedures pertaining to eclectic utility operations, if no write "n/a".

**\*QUESTION 9**

Do you have experience managing capital improvement projects for utility transmission, distribution and/or substation equipment at 12 kV or above?

- Yes  
 No

**\*QUESTION 10**

If yes, describe the capital budget you have been responsible for, the types of equipment and associated voltage classes, if no write "n/a".

**\*QUESTION 11**

Do you have knowledge of compliance and/or reliability reporting to regulatory agencies regarding electric systems performance, protection and procedures?

- Yes  
 No

**\*QUESTION 12**

Describe your knowledge of compliance and/or reliability reporting to regulatory agencies regarding electric systems performance, protection and procedures, if no write "n/a".

**\*QUESTION 13**

Have you developed and managed a complex multi-business unit operating budget?

Yes

No

**\*QUESTION 14**

Please describe how you developed and managed a complex multi-business unit operating budget, if no write "n/a".

**\*QUESTION 15**

Do you have experience operating electric utility transmission and/or distribution grid management and or asset management software systems?

Yes

No

**\*QUESTION 16**

Please describe your experience operating electric utility transmission and/or distribution grid management and or asset management software systems, if no write "n/a".

\* Required Question