



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:
Associate Electrical Engineer/ Electrical Engineer**

An Equal Opportunity Employer

SALARY

Salary: Depends on Qualifications

OPENING DATE: 12/03/20

CLOSING DATE: Continuous

THE POSITION

Associate Electrical Engineer

\$48.17 - \$60.22 Hourly
\$8,350.25 - \$10,437.82 Monthly
\$100,202.96 - \$125,253.86 Annually

Electrical Engineer

\$54.54 - \$68.18 Hourly
\$9,454.35 - \$11,817.97 Monthly
\$113,452.14 - \$141,815.65 Annually

The City of Pasadena Water & Power Department is seeking a highly qualified Professional Electrical Engineer to manage the staff and projects assigned to the substations engineering section of the Power Delivery division.

Appointment will be made at the Associate Electrical Engineer or Electrical Engineer level depending on experience and qualifications.

DISTINGUISHING CHARACTERISTICS

Electrical Engineer is the advanced professional-level/supervisory class in the electrical engineering class series. Staffing for the class is found in the Department of Water and Power. Incumbents require registration as a Professional Electrical Engineer and are responsible for managing assigned capital improvement design, construction and maintenance projects for the department's power grid, substations and for new and upgraded electrical services for customers. Incumbents perform the most complex professional engineering work requiring a substantial level of professional training and experience. Incumbents are also responsible for planning and directing the work of assigned professional, technical and administrative staff. Assignments are either general or project-focused, requiring the exercise of independent judgment and initiative in coordinating the work with other units and external customers, contractors, consultants and entities.

Electrical Engineer is distinguished from Associate Electrical Engineer in that incumbents in the former class are expected to perform routine to difficult professional electrical engineering work,

only requiring an Engineer-in-Training (EIT) Certificate and a lesser degree of engineering experience.

ESSENTIAL FUNCTIONS

The major responsibilities of this position are listed below. For more detailed information, please review the [Associate Electrical Engineer](#) and/or [Electrical Engineer](#) job descriptions.

- Plans, assigns, schedules, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve unit objectives; plans and recommends engineering project budgets; approves expenditures in accordance with City procedures and monitors performance against project budgets; participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards; prepares and maintains a variety of records and reports.
- Interviews and participates in selecting new engineering staff; supervises and evaluates assigned staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition when warranted; with management concurrence, implements the progressive discipline process to address performance deficiencies, in accordance with City human resources policies and labor contract agreements.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving City and departmental mission, objectives and service standards; applies best practices and quality assurance processes to assigned areas of responsibility; enforces the maintenance of safe working conditions and ensures safe work practices are followed by staff; provides leadership to ensure a fair and open work environment in accordance with the City's commitment to equal employment opportunity.
- Oversees, evaluates and monitors assigned capital improvement projects for planning, design and construction, utilizing in-house staff or consulting engineering firms; prepares detailed project cost estimates, schedules and procedures; reviews and evaluates design drawings and specifications for technical accuracy and compliance with City standards; responds to requests for information and clarifies and interprets engineering issues, specifications, regulations, codes and requirements; drafts material and equipment specifications; prepares Requests for Proposal for design and/or construction projects, including participating in bid evaluations, selection of successful bidders and preparation of agenda reports and other materials for approval; reviews and approves contract documents; administers contracts including reviewing change orders and amendments to consulting and construction agreements; prepares and provides regular project status reports to department management; may seal final plans; addresses questions/issues regarding the project from construction inspectors and field staff during construction phase.
- Designs and prepares engineering drawings and construction packages for power distribution, substation and automation capital projects; conducts research, design and analysis and creates Project Job Orders (PJOs) for distribution system projects; prepares schematic and wiring diagrams of protection, metering and switching devices; ; prepares calculations for transmission and distribution system relay settings and voltage regulation problems; coordinates design and construction of projects with field personnel; prepares technical specifications for equipment, systems and services.
- Performs power system and protection modeling studies; implements control and protection measures and systems; programs relays and other intelligent electronic devices using various software applications; programs, tests and troubleshoots SCADA devices including communication processors, network terminals and other devices.
- Works with Utility Service Planning staff to identify customer needs for new and upgraded electrical services and provide timely, efficient and cost effective solutions; reviews and

approves or develops electrical engineering design drawings, detailed engineering construction plans and service plans to ensure conformance with department standards; develops project schedules and cost estimates for labor and materials; prepares PJOs for approval and serves as project manager through their completion; develops plans and cost estimates for private property vault repairs and replacements.

- Participates in system load analysis to identify peak loads and load profiles; prepares load projections; performs system load flow, stability and short circuit studies; prepares mitigation plans to address potential circuit overloading condition.
- Trains subordinates in a wide variety of tasks.
- Prepares a variety of correspondence and reports on technical engineering issues; may prepare City Council agenda items.
- Regular attendance is an essential function of this classification.

QUALIFICATION GUIDELINES

COMPETENCIES

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

Attention to Detail-Focusing on the details of work content, work steps, and final work products

Learning Agility - Seeking learning opportunities and applying the lessons to one's work

Oral Communication- Engaging effectively in dialogue

Writing-Communicating effectively in writing

Relationship Building- Establishing rapport and maintaining mutually productive relationships

Project Management- Ensuring that projects are on-time, on-budget, and achieve their objectives

Teamwork-Collaborating with others to achieve shared goals

Analyzing & Interpreting Data-Drawing meaning and conclusions from quantitative or qualitative data

Professional & Technical Expertise- Applying technical subject matter to the job

EDUCATION AND EXPERIENCE:

Associate Electrical Engineer

Graduation from an accredited four-year college or university with a major in electrical engineering or a related engineering discipline, and at least two years of progressively responsible electrical engineering experience at the level of Assistant Electrical Engineer; or equivalent combination of training and experience.

An Engineer-in-Training certificate issued by the California State Licensing Board is required

Electrical Engineer

Graduation from an accredited four-year college or university with a major in electrical engineering or a related engineering discipline, and at least four years of progressively responsible substation electrical engineering experience at the level of Associate Electrical Engineer; or an equivalent combination of training and experience.

A certificate of registration as a Professional Electrical Engineer issued by the California State Licensing Board is required.

Selection Process

Applicants who appear best qualified based on their application submitted will be invited to any combination of written, performance or oral appraisal to further evaluate their job-related

experience, education, knowledge, skills and abilities.
Probationary work test period is one year.

Vacancies

There is currently one vacancy in the Power Delivery division of the Water and Power Department.

SPECIAL REQUIREMENTS

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

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

EXAM #21-049
TS

Associate Electrical Engineer/ Electrical Engineer Supplemental Questionnaire

- * 1. Do you possess a valid Engineer in Training (EIT) certificate issued by the California State Board of Registration for Professional Engineers?
 Yes
 No
- * 2. Are you registered as a Professional Electrical Engineer in the State of California or another state that can be reciprocated within six months?
 Yes
 No
- * 3. Select the options that best describes your years of progressively responsible substation engineering experience at the level of Assistant Electrical Engineer.
 No experience
 At least 1 year
 At least 2 years
 At least 3 years
 At least 4 years
 More than 5 years
- * 4. Select the option that describes your years of progressively responsible electrical engineering experience at the level of Associate Electrical Engineer.
 No experience
 At least 1 year
 At least 2 years
 At least 3 years
 At least 4 years
 At least 5 years
 More than 6 years

- * 5. Please briefly describe your engineering experience with medium voltage substations. Your answer should include voltage ratings of substations, capacity rating of transformers, types of circuit breakers, and protection devices utilized.

 - * 6. Please briefly describe a project you were involved in interfacing substation devices to a Supervisory Control and Data Acquisition (SCADA) system. Your answer should include your specific role in project, types of devices interfaced, protocols utilized, and SCADA software.
- * 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 discrimination to any individual because of race, gender, religious creed, sexual orientation, color, marital status, national origin, parental 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 applicant 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. 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 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 medical 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 employee 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 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 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 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 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

CITY OF PASADENA'S WEBSITE: www.cityofpasadena.net

HUMAN RESOURCES TELEPHONE: (626) 744-4366