

CITY OF ALAMEDA
invites applications for the position of:



Electrical Equipment Superintendent

SALARY: \$72.13 - \$87.68 Hourly
\$135,034.00 - \$164,136.00 Annually

DEPARTMENT: Alameda Municipal Power

OPENING DATE: 10/27/20

CLOSING DATE: Continuous

FLSA STATUS: Exempt

NATURE OF POSITION:

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Alameda Municipal Power (AMP) is currently recruiting for an Electrical Equipment Superintendent.

This is an exciting **opportunity** to be part of, and lead, a **great crew** making a **significant impact** in the local community. Please note that this position is full time with benefits and employees have a 36 hours per week over 4 days. Typically Monday through Thursday) but is considered full time with benefits. Please read on to learn more about AMP and this career opportunity.

About Alameda Municipal Power

AMP was founded in 1887 and is one of the oldest continuously operating electric utilities west of the Mississippi River. The utility has just over 35,000 customers comprising approximately 30,000 residential accounts and 5,000 commercial/government accounts. As a community-owned utility, AMP has much to offer its customers including the delivery of 100% clean energy (among the first in the nation to do so); rates that are 20% below the neighboring investor-owned PG&E; and a power reliability record that is among the top in western states.

We maintain local control so that we can re-invest in the island and provide value to enrich our lives, businesses, and the community. We've seen a lot of change in over 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.

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 Operations Sections include Line, Substations, Metering, and System Control, all working very closely together and interface with other areas of the organization 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 that help in achieving AMP's goals and vision.

We are looking for a colleague with exceptional technical knowledge, management skills, program and

project management skills, attention to detail, excellent communication skills, and an interest in learning new skills to meet the ongoing needs of the highly dynamic energy sector.

DISTINGUISHING FEATURES:

This is a single-position, mid-management level classification responsible for the supervision and management of the electrical maintenance and system control sections of the Engineering and Operations Division in the Alameda Municipal Power Department (AMP). Work in the class is distinguished from that of lower classes by the overall responsibility for major and/or complex projects or assignments, by the level and extent of management, administrative, and supervisory responsibilities, and by the level of professional specialization and expertise required.

EXAMPLES OF DUTIES:

Here are some examples of typical job duties:

- Supervise, train, evaluate, and oversee training of assigned staff; conduct performance evaluations, recommend disciplinary procedures as required; and develop and ensure continued compliance of goals, objectives, policies, procedures, and practices for assigned sections.
- Plan, organize, and direct the following functions: dispatch and associated transmission and distribution system controls; the installation, calibration, testing, servicing and repair of electrical equipment, meters, substation equipment; SCADA system and radio communication system operation and maintenance; and the operation, maintenance and construction of substations.
- Provide technical expertise and serve as a liaison role to other divisions, departments, and external agencies; coordinate operation and maintenance of the Northern California Power Agency's combustion turbine located in Alameda; coordinate switching activities on the transmission and distribution systems with personnel, customers and power suppliers; supervise the planning and implementation of switching orders to provide clearances for dispatch operations and field personnel; respond to public concerns and complaints and ensure they are handled promptly and professionally.
- Implement and ensure applicable regulatory compliance requirements are being met, including North American Electric Reliability Corporation (NERC)/Western Electricity Coordinating Council (WECC)/Federal Energy Regulatory Commission (FERC) compliance and take proactive action to address issues.
- Assess substation reliability and recommend solutions to address deficiencies; develop and implement plans to acquire and integrate solutions that enhance safe and reliable power delivery; maintain a balanced system; and investigate system problems and make recommendations for corrective action.
- Ensure adherence to and application of established safe work practices and procedures; and ensure the continuous safe and timely response to electric system emergencies by dispatch, system control, and field service personnel.
- Review construction drawings and coordinate related work and materials; prepare plans, drawings, specifications and estimate metering installations; and schedule and oversee work of contractors.
- Prepare various studies and reports regarding the use of equipment, work methods, materials, services and administrative improvements; and maintain logs and reporting functions, such as outage reports, system abnormal reports, and project status reports.
- Prepare and administer section budgets; and administer equipment and supply procurement request activities.

- Maintain appropriate staffing levels; and monitor workloads, assigned projects, and the quality of work output.
- Perform other related duties as required.

EMPLOYMENT STANDARDS:

Qualifications to Apply

Education:

The Electric Equipment Superintendent requires graduation from high school supplemented by college course work in science, electronics, engineering, advanced electrical theory, and mathematical theory as applied to electric utility industry.

Experience:

The Electric Equipment Superintendent requires five years of journey-level electrical utility operations and maintenance experience involving substation, meter, and equipment testing, maintenance, installation and operation; transmission and distribution system dispatching using a SCADA system, which included two years of supervisory or crew-lead experience; OR

Two years of experience equivalent to Substation and Meter Supervisor, Chief System Operator, or Line Working Supervisor with the City of Alameda.

We will also consider an equivalent combination of education and experience that meets that stated qualifications. Please click [here](#) to view the full job description.

Please submit an **online application** detailing your work experience and attach a **cover letter** and **resume**.

Selection Process

Applications will be evaluated and candidates whose qualifications are evaluated as "best qualified" will be invited to an examination process. The examination for this recruitment will consist of a questionnaire review and a structured oral interview panel. The questionnaire will be administered via email after the application review process and **the interviews are tentatively scheduled for the week of November 16, 2020.**

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
- Employer-paid medical contribution covers premiums for you and your family.
- Employer-paid dental contribution covers premiums for you and your family.
- Generous pension program (CalPERS retirement)
- Learn more about our benefits [here](#).

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 #2020-7711-01
ELECTRICAL EQUIPMENT SUPERINTENDENT
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