



CITY OF SANTA CLARA
invites applications for the position of:

Electric Program Manager (Operations & Maintenance Manager - Generation)

SALARY: \$81.56 - \$105.55 Hourly
\$14,137.81 - \$18,294.82 Monthly
\$169,653.72 - \$219,537.84 Annually

OPENING DATE: 11/10/22

CLOSING DATE: Continuous

EXAM WEIGHT: 100% Oral

TENTATIVE EXAM INFORMATION:

DESCRIPTION:

The Department:

SVP currently provides over 600 Megawatts of power to residential and business customers within Santa Clara, of which 40 percent of comes from carbon-free renewable resources. In addition to using green energy from large-scale wind, solar, geothermal and hydroelectric projects outside of the area, SVP employs innovative ways to locally produce electricity by operating Thermal Generation facilities utilizing Simple Cycle, Combined Cycle, and Cogeneration technologies. It is the mission of Silicon Valley Power to be a progressive, service-oriented utility, offering reliable, competitively priced services for the benefit of Santa Clara and its customers. Being competitive in the marketplace with a continuous focus on customer service, SVP can provide economic value to the City of Santa Clara and its customers while maintaining low residential rates and offering competitive rates for all customers.

The Position:

The current opening is in the Generation Division (Operations & Maintenance Manager). This position directly oversees the daily operations and maintenance activities required of the in-city power plants including the DVR Combined Cycle, Gianera Peaker, and Cogeneration plant. The incumbent supervises a staff of up to 16 technicians on fixed and rotating shifts responsible for operating and maintaining the facilities. The Operations & Maintenance Manager works closely with other Division personnel including Plant Engineer, Compliance Manager, and Administrative staff and reports directly to the Division Manager.

This is a management position in the unclassified service responsible for managing the City's power plant processes and equipment, including operations and maintenance practices and procedures.

This class requires a demonstrated ability to work well with management, professional and administrative support employees in the Electric Department and with customers, professionals, managers, and all City Departments.

As a member of the City's Unclassified Service, this is an "at-will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification demonstrates

strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and values.

TYPICAL DUTIES:

Duties may include, but are not limited to, the following.

Under general direction-

- Oversee the daily operations of the power plant as well as monitor for efficiency and safety ensuring that all applicable regulatory requirements are followed
- Set the standard for safety & integrity by adhering to all applicable safety standards, environmental standards & treatment of employees
- Effectively and efficiently supervise the development and direction of the Operations team to drive value and productivity to benefit retail customers and the City
- Issues operating instructions for economic dispatch, ensure optimum water balance is maintained and supervise the plant chemistry program
- Responsible for O&M and major maintenance spending as well as the plants' efforts to achieve reliability & performance metrics
- Ensure that all department staff under your direction are compliant with all local, State and Federal safety regulations, including but not limited to OSHA and CALOSHA, in addition to conformance with all City safety policies & procedures
- Ensure compliance with all applicable local, State, and Federal Environmental regulations, included but not limited to BAAQMD, local CUPA, EPA and CalEPA in addition to conformance with all City environmental policies and procedures
- Contribute towards the maintenance aspects of the O&M budget, with Profit & Loss accountability
- Provide technical leadership in energy solutions and makes suggestions for the energy consumption of the plant
- Monitor departmental performance against goals to ensure that progress is being made and that corrective action is taken if necessary
- Analyze and report on the daily, monthly and annual operations of the power plant
- Prepare forecasts of short and long term needs (on labor, performance and spare parts)
- Implement programs which may include such functions as scheduling, coordinating, and assigning staff to projects
- May select, manage, train, and evaluate staff assigned to programs and projects.
- Prepare forecasts of short and long term needs
- Oversee request for proposal processes, participate in the preparation of vendor contracts, negotiate contracts, and act as lead contract administrator for planned program objectives
- Prepare a variety of narrative and periodic reports to keep management informed of program/project status
- Maintain and monitor contract and program budgets and participate in the preparation of the division budget
- Maintain current knowledge of external program trends and legislation to ensure necessary compliance
- May participate in regional and state efforts to meet legislative and societal goals;
- Use computer applications, including electronic spreadsheets and word processing software;
- Prepare reports, memos, and supporting documentation; and
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

Education and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Engineering, Economics, Public or Business Administration, Environmental Sciences, Finance or a closely-related field AND Five (5) years experience as a Shift Supervisor, Operations Manager, or Maintenance Manager in a power plant environment.

DESIRABLE QUALIFICATION

An advanced degree in Engineering or related field is desirable

LICENSE

Possession of a valid Class C California driver's license is required at the time of appointment and for the duration of employment.

OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job assignment.
- Generation incumbent will be subject to initial and periodic comprehensive background checks and fingerprinting
- May be required to work unusual hours and weekends in performance of their duties and be available on an "on call" basis.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest Statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to move forward in the process. A department interview will be required prior to appointment.

Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of Santa Clara will not sponsor, represent, or sign documents related to visa applications/transfers for H1B or any other type of visa which requires an employer application.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Local, State and Federal Laws related to environmental, safety, health and NERC regulations pertaining to Generation facilities
- Maintenance and project planning strategies
- Best practice utility maintenance methods
- Electric department contract methodologies
- Cost-benefit and return on investment analysis for proposed programs
- Program management
- Project and workload planning
- Preparation, negotiation, and administration of contracts and fiscal planning
- Negotiation techniques and strategies
- Principles and practices of management, employee supervision, training, and performance evaluation
- Pertinent State, Federal, and Local laws and regulations
- Problem solving and conflict resolution practices and techniques
- Computer applications such as Microsoft Word, Access, Excel, and PowerPoint; and
- Office safety practices, procedures and standards.

Ability to:

- Develop, implement, and monitor programs
- Conduct effective problem solving
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines
- Identify, research and gather relevant information from a variety of sources
- Operate standard office equipment
- Use personal computers and applicable software
- Develop and maintain electronic databases
- Effectively develop, negotiate, and monitor contracts
- Interpret and apply laws and regulations, policies and procedures

- Communicate clearly and effectively both orally and in writing by using correct English grammar, spelling, and punctuation
- Understand, follow, provide, and carry out oral and written instructions
- Prepare and present clear, concise and complex written and oral reports
- Speak effectively before large groups of people
- Establish and maintain tactful, courteous and effective working relationships with those contacted in the course of work including the general public
- Work independently with minimal supervision
- Work effectively as a member of the department to achieve common goals
- Work effectively in time-sensitive situations and meet deadlines
- Coordinate multiple projects and complex tasks simultaneously
- Develop creative and practical solutions to complex and difficult problems; and
- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties.

Additional Information:

You must answer all job-specific questions in order to be considered for this vacancy or your application will be deemed incomplete and withheld from further consideration. Applications must be filled out completely (i.e. do not write “see resume or personnel file.”) To receive consideration for the screening process, candidates must submit a **1) Resume**. Cover letter is optional. Incomplete applications will not be accepted. Application packets may be submitted online through the “Apply Now” feature on the job announcement at www.santaclaraca.gov. Applications must be submitted by the filing deadline to be considered. **This position is continuous Applications will be reviewed on a bi-weekly basis for consideration to the position. If you are interested in applying you are encouraged to apply as soon as possible, before the position is closed. A first review of applicants will be on December 14, 2022.**

The City of Santa Clara is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. The City of Santa Clara is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at (408) 615-2080 or HumanResources@santaclaraca.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.santaclaraca.gov>

1500 Warburton Ave.
 Santa Clara, CA 95050
 408-615-2080
 Fax: 408-985-0667

humanresources@santaclaraca.gov

Position #424
 ELECTRIC PROGRAM MANAGER (OPERATIONS &
 MAINTENANCE MANAGER - GENERATION)
 AL

Equal Opportunity Employer

**Electric Program Manager (Operations & Maintenance Manager - Generation)
 Supplemental Questionnaire**

- * 1. Select the option that describes how you meet the minimum experience qualifications:
- I have education and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Engineering, Economics, Public or Business Administration, Environmental Sciences, Finance or a closely-related field AND five (5) years experience as a Shift Supervisor, Operations Manager, or O&M Manager in a power plant environment (Generation concentration).
 - I have education and experience equivalent to 90 semester units/135 quarter units) in Engineering, Economics, Public or Business Administration, Environmental Sciences, Finance or a closely-related field AND six (6) years experience as a Shift Supervisor,

Operations Manager, or O&M Manager in a power plant environment (Generation concentration).

I have education and experience equivalent to 60 semester units/90 quarter units) in Engineering, Economics, Public or Business Administration, Environmental Sciences, Finance or a closely-related field AND seven (7) years experience as a Shift Supervisor, Operations Manager, or O&M Manager in a power plant environment (Generation concentration).

I have education and experience equivalent to 30 semester units/45 quarter units) in Engineering, Economics, Public or Business Administration, Environmental Sciences, Finance or a closely-related field AND eight (8) years experience as a Shift Supervisor, Operations Manager, or O&M Manager in a power plant environment (Generation concentration).

I have education and experience equivalent to nine (9) years experience as a Shift Supervisor, Operations Manager, or O&M Manager in a power plant environment (Generation concentration).

I do not meet the minimum qualifications.

- * 2. Describe how you meet the experience requirement, include where you obtained the experience, duties performed, and years of experience.

* Required Question