



CITY OF ANAHEIM
invites applications for the position of:

Part Time Assistant Power Engineer

SALARY: \$39.08 - \$53.74 Hourly

OPENING DATE: 02/08/23

CLOSING DATE: Continuous

DESCRIPTION:



ANAHEIM OWNED. ANAHEIM FOCUSED.

As Orange County's only publicly-owned water and electric utility, Anaheim Public Utilities has provided its residents and businesses with low rates and reliable service for more than 100 years.

The City of Anaheim Public Utilities Department seeks a professional to work as a **Part Time (PT) Assistant Power Engineer** in the Transmission & Distribution Division.

The **PT Assistant Power Engineer** will perform a variety of professional electrical engineering duties and responsibilities related to the planning, design, systems analysis, and project management of electrical utility transmission and distribution overhead and underground systems, and provide technical assistance to higher level engineering staff

The position will require knowledge and background to work under supervision to prepare engineering plans and specifications; track costs, schedule and required resources; and ability to communicate and work effectively with various work groups, contractors, consultants, residents and businesses.

This is a part time position, usually averaging 30 hours per week. A minimum number of hours is not guaranteed. Candidates must be available to be scheduled to work Monday to Friday.

ESSENTIAL FUNCTIONS:

- Assist in preparing engineering drawings such as single lines, street lighting, and electrical layouts using AutoCAD.
- Assist in preparing design details for duct banks, electrical backbones, switches and settings, electric services, electrical equipment placements, vault end-wall details, vault

and pull-box locations, cable and conduit sizing, switches, risers, fuse cutouts and other electrical facility requirements.

- Assist in the construction coordination of assigned projects; ensure conformance with contract plans and specifications; make recommendations on the approval of progress payments and change orders.
- Coordinate construction drawings, material requirements, and project schedules with internal and external City construction crews and inspectors.
- Review as-built drawings and incorporate changes into the final drawings for project completion.
- Prepare estimates and Request for Proposal (RFP)/Bid scope of work and functional requirements.
- Assist in the evaluation of RFP/Bids by reviewing proposal details, verifying references, and when appropriate, testing proposed equipment.
- Assist in the monitoring of project progress and controls by preparing project schedules and spreadsheets for assigned projects.
- Communicate and work effectively with other engineering and City groups, consultants, contractors, agencies, and residents and businesses to coordinate designs, permitting and construction.
- Respond to inquiries and requests by utility customers, outside agencies and organizations, and other City departments and divisions.
- Use databases, spreadsheets and other means to track costs, schedules, outage data, planned and in-progress projects, and other matrices for reliability improvement projects.
- Performs other job related duties as required.

QUALIFICATIONS:

Experience and Education: Two (2) years of engineering related experience.

OR

Three years of course work in a board-approved engineering curriculum (any curriculum approved by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET)). An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Possession of a Bachelor's Degree in electrical engineering is desirable.

Knowledge of: Basic principles and practices of electrical engineering theory and design; electrical system and conduit analysis theory; basic methods, materials, and techniques used in electrical engineering projects including those used in the design and construction of projects; principles of mathematics as applied to engineering calculations; principles and practices of business correspondence and technical report preparation; office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs; pertinent federal, state, and local laws, codes and regulations.

Ability to: Perform a variety of professional electrical engineering functions; perform technical research; read and interpret technical literature, drawings, diagrams, and schematics; operate office equipment including computers and supporting word processing, spreadsheet, and specialized engineering software programs; prepare electrical engineering design computations with speed and accuracy; prepare engineering plans, specifications, and estimates for electric utility projects; prepare clear and concise administrative and technical reports; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of an appropriate, valid driver's license. **Possession**

of an Engineering-in-Training certificate is required within 18 months of date of appointment.

SUPPLEMENTAL INFORMATION:

This is a part time position, usually averaging 30 hours per week. A minimum number of hours is not guaranteed. Candidates must be available to be scheduled to work Monday to Friday.

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 **Wednesday, March 8, 2023 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 a minimum of skills examination and 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

APPLICATIONS MAY BE FILED ONLINE AT:

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

201 S. Anaheim Blvd., Suite 501
Anaheim, CA 92805
714-765-5111

employment@anaheim.net

Position #2023-00048
PART TIME ASSISTANT POWER ENGINEER
LW

Part Time Assistant Power Engineer Supplemental Questionnaire

- * 1. The following Supplemental Questionnaire is part of the examination for this position and will be used to evaluate your qualifications. Based upon the application and responses to the supplemental questionnaire, the best qualified candidates will be invited to participate in the recruitment process. Please read each question carefully and provide a thorough and complete response, detailing your education and work experience. 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 such as "See Resume" or "See Application" will result in your application not being considered. You will not have an opportunity to provide additional information if your application is not selected to proceed in the recruitment process, so you should be sure to detail all relevant education and work experience within your application and supplemental questionnaire. Do you understand this statement?

Yes No

- * 2. This position is part-time, averaging 30 hours per week with no minimum hours guaranteed. Candidates must be available to be scheduled Monday to Friday. By answering yes, you attest that you understand this requirement.

Yes No

- * 3. How many years of electrical engineering work experience do you possess?

None
 Less than 1 year
 At least 1 year, less than 2 years
 At least 2 years, less than 3 years
 At least 3 years, less than 4 years
 At least 4 years or more

- * 4. Do you possess utilities agency electrical engineering work experience?

Yes No

- * 5. Describe in detail your electrical engineering experience. Please include in your response the employer name, years of experience and duties you performed. If none, type N/A.

- * 6. How many years of course work in a board-approved electrical engineering curriculum (any curriculum approved by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET) have you completed?

None
 Less than 1 year
 At least 1 year, less than 2 years
 At least 2 years, less than 3 years
 At least 3 years, less than 4 years
 At least 4 years or more

- * 7. Please list the college level electrical engineering coursework you have completed. Include in your response the course name, course description, and completion date. If none, type N/A.

- * 8. What is the highest level of education that you have obtained?

Did not complete high school or obtain GED
 Graduated high school or obtained GED
 Some college level coursework
 Associate degree
 Bachelor's degree
 Graduate degree

- * 9. Please list degree obtained and/or curriculum studied. If none, type N/A.

- * 10. Do you possess a State of California certification as an engineer? (please attach a copy of your certificate to your application)
 - None
 - Engineer-In-Training (EIT)
 - Professional Engineer (PE)

- * 11. Do you possess a valid California Class C Driver's license?
 - Yes, I possess a valid California Class C Driver's License.
 - No, but I am able to obtain one by date of appointment.
 - No, and I am unable to obtain one.

- * Required Question