



**CITY OF SANTA CLARA**  
invites applications for the position of:

# Electric Program Manager

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**SALARY:** \$84.22 - \$108.98 Hourly  
\$14,597.29 - \$18,889.40 Monthly  
\$175,167.47 - \$226,672.82 Annually

**OPENING DATE:** 03/28/23

**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 Positions:**

Silicon Valley Power is recruiting to fill various Electric Program Manager positions in the following specialties: Safety, System Operations, Environmental, Substation, Transmission & Distribution, and Generation (Operations & Maintenance).

**Safety**

This position establishes, implements, and enforces an effective department wide safety and compliance program that prevents injury and illness. They will work to ensure that employees, both management and non-management, comply with the rules and regulations of Federal, State and Local Regulatory Agencies, and that company safety and compliance policies and procedures are consistently followed. The position will also facilitate the development and completion of the department's compliance and controls register, controls testing and auditing, standards development and review, horizon scanning for new and changing regulatory requirements, and serving as an OSHA subject matter for the department. The position will also assist in the development of budgets, service contracts and training programs.

**System Operations**

This position will administer programs for work management, maintenance monitoring and asset management focused in all areas of Utility Operations (Metering, Substations, Transmission and Distribution). This position will also be responsible for the performance, review, and implementation of improvements to these programs. The position will develop, maintain, and improve SVP's Outage Management System. This position will work to ensure compliance with all applicable NERC standards and seek constant improvement in SVP Work and Safety standards

affecting System Operations. The position will also assist in the development of budgets, service contracts and training programs.

### **Environmental**

This position will ensure the City's compliance with applicable federal, state, and local regulatory agency requirements and guidelines pertaining to Air Quality, Water, Wastewater, Storm water, and Industrial waste. This position will work with staff across multiple Divisions to develop, implement, and perform procedures and guidelines designed to ensure compliance and develop staff. They will compose, compile, track, and analyze information related to regulatory, program, and compliance oversight. This position will act as SVP's Subject Matter Expert and provide technical and functional advisement to management and staff concerning Environmental Compliance. This position requires in-depth knowledge of Federal, State, and Local laws/regulations. This position also requires the ability to forecast and identify compliance issues and to develop mitigation strategies to correct issues. The position will also assist in the development of budgets, service contracts and training programs.

### **Substation**

This position will administer programs for work management, maintenance monitoring and asset management focused in the Substation Division. This position will also be responsible for the performance, review, and implementation of improvements to these programs. The incumbent will work to ensure that the Substation Division is compliant with EH&S standards and SVP work procedures. This position will work with the Substation Division Manager, Substation Division staff, and Engineering to develop, maintain, and improve substation equipment standards. The position will also assist in the development of budgets, service contracts and training programs.

### **Transmission and Distribution**

This position will administer programs for work management, maintenance monitoring and asset management focused in the Transmission and Distribution Division. This position will also be responsible for the performance, review, and implementation of improvements to these programs. This may include prioritizing and coordinating work crews to meet the needs of the Department. The incumbent will work to ensure that the Transmission and Distribution Division is compliant with EH&S standards and SVP work procedures. This position will work with the Transmission and Distribution Division Manager, Transmission and Distribution Division Staff, and Engineering to develop, maintain, and improve equipment and work procedures/standards. The position will also assist in the development of budgets, service contracts and training programs.

### **Generation (Operations & Maintenance)**

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 recruitment may be used to fill multiple positions in this, or other divisions or departments. If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the applicants from this recruitment.

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:**

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction, the incumbent will:

- Plan, develop, implement, evaluate, and manage an assigned program or core department service area; Supervise subordinate supervisory, professional, technical, and/or clerical staff; participate in the selection, hiring, training, and coaching of staff; conduct performance evaluations; and implement disciplinary actions as required;
- Research and analyze program operations to ensure effective utilization of resources and increase productivity of work, provide regular reporting measures, conduct presentations, and make recommendations to management;
- Plan and implement work plans and projects for assigned area;
- Oversee daily operations of assigned program area and safety ensuring that all applicable regulatory requirements are followed;
- Develop and monitor resource models and/or programs in alignment with State, Federal and local regulations and policies;
- Deliver and manage communications to internal and external customers;
- Administer program budget, including budget preparation, forecasting, and monitoring expenses and revenue;
- Plan, implement, and monitor program or service area goals and objectives in alignment with Department goals to ensure effective programming and operations;
- Monitor and report on assigned area activities, including managing resources, tracking short and long-term work activities and provide recommendations to management staff to improve efficiency in assigned area;
- Serve as the subject matter expert in assigned specialty and provides consultation to subordinates, vendors, and management on assigned area of expertise;
- Set the standard for safety and adhere to all applicable safety and environmental standards and regulations, including City safety standards and policies;
- May act as a representative of the Department in assigned program or service area;
- Implement programs which may include such functions as scheduling, coordinating, and assigning staff to projects;
- 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;
- Implement program audit systems to ensure appropriate use of public funds;
- Develop qualitative and quantitative measures to evaluate program/project financial status, customer satisfaction, contractor performance, and public relations;
- Maintain current knowledge of external program trends and legislation to ensure necessary compliance;
- May represent the Department and participate in regional and state efforts to meet compliance, legislative and societal goals;
- Develop, implement and evaluate marketing and educational materials to present to internal and external customers;
- Use City computer applications (including but not limited to Microsoft Suite) and databases to track program status and funds and use;
- Prepare reports, memos, and supporting documentation;
- May act as Division Manager on a temporary basis, as assigned; 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
- Three (3) years experience leading, supervising, managing, and coordinating customer related programs, project management, building facilities management, or writing, developing or administering safety or environmental compliance standards; OR
- Generation/Substation/Transmission and Distribution/System Operations Specialties: Three (3) years of experience in a lead, supervisory, or senior role performing work, including but not limited to a Supervisor, Engineer, Manager, Lead Technician, or Foreperson.

### ACCEPTABLE SUBSTITUTION

- For Generation/Substation/Transmission and Distribution/System Operations Specialties: additional years of experience in a role equivalent to, but not limited to a Control Room Operator, Electric Utility Technician, Engineer, Lineworker, or working in a lead, supervisory, or senior role performing work, including but not limited to a Supervisor, Manager, Lead Technician, or Foreperson may substitute for the degree requirement on a year for year basis up to four (4) years.
- For Generation/Substation/Transmission and Distribution/System Operations Specialties: Two (2) years of experience working in a role equivalent to, but not limited to a Control Room Operator, Electric Utility Technician, Engineer, or Lineworker may be substituted for one (1) year of experience as a lead, supervisor, or senior role up to six (6) years.
- Two (2) years of experience in customer related programs, project management, building facilities management, or writing, developing or administering safety or environmental compliance standards may be substituted one (1) year of experience as a lead, supervisor, manager, and coordinator experience up to six (6) years.

### LICENSES/CERTIFICATIONS

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

### DESIRABLE QUALIFICATIONS

- An advanced degree in Engineering, Public or Business Administration, Environmental Sciences or related field is desirable.
- When assigned to Systems and Project Management, a: Project Management Professional (PMP) certification from Project Management Institute (PMI) or an equivalent certification from accredited program is desirable.
- When assigned to Generation/Substation/Transmission and Distribution/System Operations Specialties, experience working in a power plant, substation, transmission & distribution, or Electric System Control Center environment is desirable.
- When assigned to Safety Compliance, an in depth knowledge of OSHA and CalOSHA standards is desirable.
- When assigned to Environmental Compliance, an in-depth knowledge of Spill Prevention, Control and Countermeasures (SPCC), Air Permits, and Water Permits is desirable.

### OTHER REQUIREMENTS

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

***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 interview.***

***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, electrical system construction, maintenance, inspection, and NERC regulations pertaining Electric Utilities;
- Best practice utility maintenance and project planning strategies and methods;
- Cost-benefit and return on investment analysis for proposed programs
- Basic understanding of Electric Utility economics, methodologies and principles;
- Best practice utility compliance, maintenance and operations methods;

- Electric department contract methodologies;
- Project management tools and methodologies, including workload planning and budgeting;
- Project and workload planning;
- Preparation, negotiation, and administration of contracts and fiscal planning;
- Negotiation techniques and strategies;
- Principles and practices of customer service;
- Research methods and statistical analysis;
- Principles and practices of management, employee supervision, training, and performance evaluation;
- Pertinent State, Federal, and Local laws and regulations for assigned specialty area;
- Problem solving and conflict resolution practices and techniques; and
- Office safety practices, procedures and standards.

Ability to:

- Develop, implement, and monitor programs and projects;
- Effectively problem solve with various teams and management to improve and streamline processes;
- Supervise staff in compliance with applicable Memorandum of Understandings
- Analyze situations, identify problems, and exercise sound independent judgment within established guidelines;
- Identify, research and gather relevant information from a variety of sources;
- Collect and analyze data and prepare a variety of statistical and narrative reports;
- Operate standard office equipment and learn City databases and software programs;
- 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 and carry out oral and written instructions;
- Prepare and present clear, concise and complex written and oral reports and presentations;
- Develop and conduct effective public relations programs on assigned specialty;
- 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 and be able to deliver excellent customer service to both internal and external City clients;
- 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) Cover Letter and, 2) Resume.** 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](http://www.santaclaraca.gov). **Applications will be reviewed on a 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 applications will be on Monday April 3, 2023.**

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](mailto:HumanResources@santaclaraca.gov).

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Equal Opportunity Employer

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## Electric Program Manager Supplemental Questionnaire

- \* 1. Which position are you interested in applying for? Select all that apply.
  - Safety
  - Environmental
  - Substation
  - Generation (Operations & Maintenance)
  - Transmission & Distribution
  - Systems Operations
  
- \* 2. Select the level of education you have attained:
  - I possess a Master's degree from an accredited college or university in Engineering, Public or Business Administration, Environmental Sciences or closely related field.
  - I possess a Bachelor's Degree from an accredited college or university in Engineering, Economics, Public or Business Administration, Environmental Sciences, Finance or a closely-related field.
  - I possess a three (3) years of units (90 semester/135 quarter units) from an accredited college or university in Engineering, Economics, Public or Business Administration, Environmental Sciences, Finance or a closely-related field.
  - I possess two (2) years of units (AA/AS degree or 60 semester/90 quarter units) from an accredited college or university in Engineering, Economics, Public or Business Administration, Environmental Sciences, Finance or a closely-related field.
  - I possess one (1) year of units (30 semester/45 quarter units) from an accredited college or university in Engineering, Economics, Public or Business Administration, Environmental Sciences, Finance or a closely-related field.
  - I possess a high school diploma or GED.
  - I do not meet the minimum qualifications.
  
- \* 3. If applying for the for the Generation, Substation, Transmission and Distribution, OR System Operations specialties, select the option that describes how you meet the experience requirements:
  - I possess three (3) years of experience in a lead, supervisory, or senior role performing work, including but not limited to a Supervisor, Engineer, Manager, Lead Technician, or Foreperson.
  - I possess six (6) years of experience in a role equivalent to, but not limited to a Control Room Operator, Electric Utility Technician, Engineer, or Lineworker.
  - I possess four (4) years of experience in a role equivalent to, but not limited to a Control Room Operator, Electric Utility Technician, Engineer, or Lineworker AND one (1) year of experience in a lead, supervisory, or senior role.
  - I possess two (2) years of experience in a role equivalent to, but not limited to a Control Room Operator, Electric Utility Technician, Engineer, or Lineworker AND two (2) years of experience in a lead, supervisory, or senior role.
  - I do not meet the minimum qualifications.
  - I am not applying for any of these specialties.
  
- \* 4. If you are applying for the Generation, Substation, Transmission and Distribution, System Operations Specialties, additional years of experience in a role equivalent to, but not

limited to a Control Room Operator, Electric Utility Technician, Engineer, Lineworker, or working in a lead, supervisory, or senior role performing work, including but not limited to a Supervisor, Manager, Lead Technician, or Foreperson may substitute for the degree requirement on a year for year basis up to four (4) years. If this substitution applies to you, please indicate the number of years of experience you possess in these areas and where this experience was obtained. If this is not applicable to you, please indicate NA.

- \* 5. If applying for the for the Safety OR Environmental specialties, select the option that describes how you meet the experience requirements:
  - I possess three (3) years experience leading, supervising, managing, and coordinating customer related programs, project management, building facilities management, or writing, developing or administering safety or environmental compliance standards.
  - I possess six (6) years of experience in customer related programs, project management, building facilities management, or writing, developing or administering safety or environmental compliance standards.
  - I possess four (4) years of experience in customer related programs, project management, building facilities management, or writing, developing or administering safety or environmental compliance standards AND two (2) years of experience as a lead, supervisor, manager, and coordinator.
  - I possess two (2) years of experience in customer related programs, project management, building facilities management, or writing, developing or administering safety or environmental compliance standards AND one (1) year of experience as a lead, supervisor, manager, and coordinator.
  - I do not meet the minimum qualifications.
  - I am not applying for these specialties.
- \* 6. Describe how you meet the experience requirement for the specialty in which are applying to and include where you obtained this experience.
- \* 7. Do you have experience in any of the following areas or work assignments? Select all that apply.
  - Experience working in an Electric Utility
  - Experience working in a public utility
  - Experience working in a power plant
  - Experience working in a substation
  - Experience in transmission & distribution
  - Experience in operations & maintenance
  - Experience writing, developing or administering safety compliance standards
  - Experience writing, developing or administering environmental compliance standards
  - In-depth knowledge of OSHA and CalOSHA standards
  - In-depth knowledge of Spill Prevention Control and Countermeasures (SPCC)
  - In-depth knowledge of Air Permits or Water Permits
  - None of the above
- \* 8. Describe your lead, supervisory, or managerial level experience in your related field and include the number of personnel lead or supervised. If you do not possess this experience, write NA.
- \* 9. Describe your experience leading, supervising, managing, and coordinating programs or projects in your assigned specialty area. If you do not possess this experience, write NA.
- \* 10. If you are applying for the Safety and/or Environmental positions, indicate any OSHA trainings completed and/or certifications you possess.

\* Required Question