



*City of Ukiah*

Human Resources  
300 Seminary Ave  
Ukiah, CA 95482  
(707) 463-6272

## *Employment Opportunity*

### **ELECTRICAL DISTRIBUTION ENGINEER**

**(Exempt/Management Position)**

**Deadline to Apply: Open Until Filled**

#### **DEFINITION**

Under general direction of the Director of Electric Utilities, plan, direct, supervise, and coordinate the system planning, design, construction, operations and maintenance of an electrical distribution system; prepare plans, specifications, and cost estimates for the installation, maintenance, repair and expansion of City electrical distribution system; to provide highly responsible and technical staff assistance; and to perform related work as assigned.

#### **EXAMPLES OF DUTIES:**

In support of the operation and maintenance of the Electric System, these examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all encompassing of the duties to be performed under this job title. **(E)**

#### **Essential Duty; (M) Major Portion of Time**

- Develops plans, specifications, and cost estimates for the installation, maintenance, repair and expansion of the City electrical overhead and underground distribution system, including substations, and transmission lines. (E-M)
- Inspect the installation of electrical equipment and related facilities. (E-M)
- Monitor the electric system performance. (E)
- Develops a yearly planning and capital improvement study. (E)
- Develop goals, objectives, policies, and priorities. (E)
- Prepare job studies, reports and recommendations pertaining to the overall electric energy system operation. (E-M)
- Advise developers and contractors regarding technical requirements. (E-M)
- Respond to emergency conditions and assist in restoring the electrical distribution system to normal operation. (E)
- Respond to citizen complaints and questions. (E)
- Coordinate the work of crews engaged in the operation and maintenance of structures, distribution lines and substations. (E-M)
- Coordinate electrical distribution system, street lighting and traffic signal activities with other City departments, and with outside agencies. (E-M)
- Supervise, train and evaluate assigned staff. (E)
- Develop specifications for material purchases and construction standards. (E)
- Recommend construction practices and procedures. (E)
- Calculate customer loads for sizing transformer banks and services. (E)
- Design underground facilities. (E)
- Perform system planning studies. (E)
- Meet with customers/contractors to identify and solve voltage and construction problems. (E)

- Manage the maintenance and capital improvements of the distribution system, substations, switch yards, sectionalizing devices, relays, and SCADA and communication systems. (E)
- Manage the operation and maintenance of a 3.5 MW Hydro Generation Plant. (E)
- Perform system protection and coordination studies. (E-M)
- Other duties as assigned. (E)

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of electrical engineering as applied to the design and construction of an electrical power transmission and distribution (T&D) system.
- Methods and materials used in the construction, operation, and maintenance of an electrical (T&D) system.
- Fundamentals and practices of electrical engineering.
- Safety practices and State and Federal regulations relating to T&D system operation, maintenance, and construction.
- Methods and tools of drafting.
- Computer applications: MS Office, Computer Aided Drafting and distribution system analysis software.
- Principles and practices of organization, administration, budget, and personnel management.
- Municipal operations as they relate to other City departments and divisions.
- Pertinent State, Federal and local rules, regulations and ordinances.

### **Ability to:**

- Properly interpret and make decisions in accordance with Federal and State laws, regulations, and policies.
- Communicate clearly and concisely, orally and in writing.
- Perform technical electrical engineering work of a complex nature.
- Review plans and documents for conformance to regulations.
- Develop design drawings for customers and construction teams.
- Gather data and make accurate engineering computations.
- Prepare plans and specifications, neatly and accurately.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Tolerate changes in outside temperature from winter to summer and tolerate dust, pollen, wind and rain.
- Sit or stand for long periods of time.
- Walk on uneven or steep ground.
- Supervise, train and evaluate assigned staff.

### **Experience:**

Five years of increasingly responsible experience in electrical engineering work preferably within the Electric Utility industry, including some supervisory experience.

### **Education:**

Bachelor's Degree from an accredited college or university in Electrical Engineering preferably Power Engineering, and minimum of two years experience related to Distribution Engineering. Registration as a Professional Engineer in California or ability to obtain P.E. License in two years.

### **Necessary Special Requirements:**

Possession of a Class C California Driver's License.

## **PROBATIONARY PERIOD**

Employees serve a six-month probationary period. If performance is not satisfactory, an employee may be terminated or returned to their previous position without cause and recourse during this time.

## **SALARY**

Total annual compensation package up to \$110,006 includes management pay, merit pay, and flex dollars, (base monthly salary \$6,580-\$7,998/mo), medical, dental, vision, life insurance coverage, and paid holidays, vacation, and sick leave. The City is a member of the Public Employees Retirement System (PERS), 2.7% at 55 formula. The 7% employee contribution is included in the base salary and is paid by the employee. The City does not contribute to Social Security. Credit Union membership and a deferred compensation program are available.

This position is subject to the Management Unit Memorandum of Understanding in effect from October 1, 2007 to September 30, 2010 and will receive scheduled salary increases each October during the term of the contract.

## **APPLICATIONS**

Applications are available at the City of Ukiah, 300 Seminary Avenue, Ukiah, CA, (707) 463-6200, or they may be downloaded at [www.cityofukiah.com](http://www.cityofukiah.com). Applications must be filled out completely and received by the Human Resources Department by 5:00 p.m. on the final filing date. Resumes are encouraged, but cannot be accepted in lieu of an official application unless specified. All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from the Eligibility List, or discharge from employment.

## **SELECTION**

Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. This process may include a variety of techniques designed to test applicants' knowledge, skills, and abilities to perform the duties and responsibilities of the job. An Eligibility List will be established by ranking candidates by their overall score and a selection will be made from the candidates on this list. All employment offers are subject to a City-paid physical examination and a thorough reference and background check.

## **FILING DATE**

Submit a completed City of Ukiah application form to Human Resources, 300 Seminary Avenue, Ukiah, CA 95482. Applications may be downloaded at [www.cityofukiah.com](http://www.cityofukiah.com). **Deadline to apply: Open Until Filled.** Applications received after the deadline or incomplete applications will not be considered.

## **NOTE TO APPLICANTS**

You will be required to submit verification of your citizenship or legal right to work in the United States at the time of an offer of employment. Employment will be subject to verification of this requirement.

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The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Ukiah is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status.

In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (707) 463-6272 so your request may be reviewed prior to the occurrence of testing.