

## APPLICATION AND SELECTION PROCESS

To be considered for this position, applicants must submit a completed City of Healdsburg application, cover letter and resume. Apply online at [www.ci.healdsburg.ca.us](http://www.ci.healdsburg.ca.us) or download the required application and mail your application materials to the City of Healdsburg Personnel Office, 401 Grove Street, Healdsburg, CA 95448. **Position is open until filled. First review of applications will be the week of February 25, 2018.**

The qualifications of each applicant, as set for in the application, will be reviewed by a screening committee. A limited number of qualified applicants possessing the most desirable qualifications will be invited to participate in the subsequent phase of the evaluation process which is the oral interview.

## THE COMPENSATION

The salary range for the Senior Electric Engineering Technician is \$7,186-\$8,735 monthly and is dependent upon qualifications/experience. The City also offers an attractive benefits package including:

**Retirement** – Membership in the CalPERS 2%@60 plan for classic/legacy members and 2%@62 for new members. Employee's pay the employee contribution on a pre-tax basis. The City does not participate in Social Security.

**Medical Insurance** – Dental and vision care insurance premiums for employee and dependents paid by City. Employee may choose from Kaiser, Sutter Health Plus or Anthem Blue Cross for medical coverage. Employees pay a portion of their medical premium on a pre-tax basis.

**Paid Holidays** – 12 days per year.

**Paid Vacation** – 10 days per year, with established increases for years of service.

**Paid Sick Leave** – 12 days per year.

**Longevity Pay** – Available after five years of service.

**Life Insurance** – \$75,000 life insurance policy.

**EAP**—Employee Assistance Program for employee and dependents.

**Additional Benefits**— Deferred compensation plans and Retiree Health Savings Plan are available. Educational Reimbursement of \$1,500.00 per fiscal year. Bilingual Spanish pay incentive. Union Membership: This position is represented by IBEW Local 1245 under an agency shop agreement. There are monthly dues, which are set by the Union.

The City of Healdsburg is an equal opportunity employer and complies with the provisions of the Americans with Disability Act (ADA). Women and minorities are encouraged to apply.

City of Healdsburg, California  
401 Grove Street  
Healdsburg, CA 95448  
Phone: 707-431-3322 / FAX: 707-431-3321  
[www.ci.healdsburg.ca.us](http://www.ci.healdsburg.ca.us)

Posting Date: Friday, February 2, 2018



# SENIOR ELECTRIC ENGINEERING TECHNICIAN

— position —

## RECRUITMENT



## THE POSITION

The City is currently seeking a Senior Electric Engineering Technician who will be responsible for performing a wide range of sub-professional engineering and administrative duties including: planning, engineering design, project review, budgeting and management, labor and material estimates and complex phases of construction cost estimating. The incumbent has lead responsibility in planning, design and review of special and major development projects and has responsibility for the development and implementation of design and construction standards.

A selected sample of duties includes: assists the Utilities Director in preparing and administrating departmental work plan; by use of computer aided drafting software (i.e. ACAD) and/or other related tools, prepares detailed plans for needed maintenance and/or replacement work. Plans include providing special instructions for the materials, location of poles, anchors, guys, conduit systems, vaults, service boxes, transformers, labor estimates and other necessary information required to complete the work; determines proper cable, wire sizes, and transformer sizes for given loads on the distribution system; coordinates layout for major subdivisions with other city and third party utilities, insuring that overall City interests are a priority when said coordinating is done; conducts field surveys of project sites to determine the existing and future locations of electric and other facilities and the impact of proposed changes; ability to analyzing engineering technical and statistical information, evaluating alternatives and making sound recommendations; determines the existence of easement and requirements for new easements. Where new easements are required, initiates the process to gain easements prior to construction; assists in the development and updating of material and construction standards; works with developers, consultants, contractors, property owners, and other utilities on construction activities and proposed additions and changes to the City's electric utility system.

Qualifications: Knowledge of: Fundamentals of engineering methods, materials and equipment used in construction and maintenance of overhead and underground electrical distribution facilities; principles, practices, and terminology of varied engineering technical work including, surveying, plan review, and reference of industry standards and requirements; advanced engineering mathematics including algebra, geometry, and trigonometry; knowledge of work orders, asset management, purchasing, and inventory software tools; Microsoft Office Suite including Word, Access, Excel, Outlook, PowerPoint, MS Project; and relevant laws, rules, regulations, codes and safety orders. Ability to: Utilize various computer software applications such as: AutoCAD and AutoCAD AUD, Arc View, Arc Map or related GIS software, O-calc, by Osmose. Additionally, review plans and documents for conformance to regulations; gather data and make accurate engineering computations; prepare plans and specifications, neatly and accurately; prepare and carry out oral and written instructions with minimum of supervision; establish and maintain cooperative relationships with those contacted in the course of work; and relate well with the general public and co-workers. Skill in: Performing sub-engineering technical support work in a variety of areas; estimating time and material requirements for electrical utility projects; analyzing engineering technical and statistical information, evaluating alternatives and making sound recommendations; making repeatedly accurate mathematical calculations; establishing and maintaining effective working relationships with those contacted in the course of the work; and preparing accurate and complete records and notes and preparing clear and concise reports, correspondence and other written materials.



Seven (7) years' experience related directly to the design, construction, repair, replacement, or maintenance of high voltage distribution system. Experience can be gained through a combination of actual working experience and education from an accredited school. Up to two years of experience may be credited for an Associate of Arts degree and up to four years may be credited for a Bachelor's degree. Education will only count toward experience if the degree earned is from an accredited school in fields related to major coursework in construction management, civil engineering, construction science, electrical engineering, or closely related area of focus.

A typical way to combine education and work experience would be the possession of an Associate of Arts degree with major coursework in construction management, civil engineering, construction science, electrical engineering, or closely related area of focus and five years' working experience in electric utility construction, operations, and/or maintenance activities.



## THE COMMUNITY

The City of Healdsburg is located 70 miles north of San Francisco on Highway 101 in the heart of Sonoma County wine country and nestled among three lush valleys. Incorporated in 1867, Healdsburg's 3.56 square miles is surrounded by over 60 wineries and their beautiful vineyards, including some of Northern California's finest regional appellations. Healdsburg retains a small-town ambience in the grandeur of a European countryside while providing easy access to the amenities of a large metropolitan area.

The City's approximately 12,000 residents enjoy a lively, appealing downtown experience centered around the Spanish-style Healdsburg Plaza. The Plaza offers a shopping, dining, and art gallery hub for tourists and residents and represents one of the few examples of early California town planning. Historic storefronts and homes enhance the sense of Healdsburg's rich heritage while community events throughout the year ground the City's family-oriented sensibility. The wine industry is a driving economic force providing jobs, tourist appeal, and an attractive lifestyle for the community. Numerous businesses and industries benefit including retail, restaurant, and lodging which help boost Healdsburg's attraction as a tourist destination. Other industries including agriculture, manufacturing, healthcare and technology, round out the City's economic base.

The region has relatively mild year-round temperatures which allows for varied outdoor recreational opportunities. Healdsburg is probably most beloved by cycling enthusiasts. An active Parks and Recreation Department offers enrichment opportunities throughout the year for both children and adults, while nature lovers can enjoy picnics under the redwoods in one of the City's many parks. Swimming, canoeing, and fishing along the nearby Russian River or taking a hot-air balloon ride over the valley are other highly desirable outdoor activities. The scenic beauty of the area and safe neighborhoods provide an unmatched setting for raising a family or simply settling into a more balanced way of life.

Educational opportunities in the area include a traditional and a vocational high school, Santa Rosa Junior College, and Sonoma State University. A short drive outside the City leads to the Pacific Coast's beaches where you can hike and watch for migratory whales or to the City of San Francisco for a big city shopping, art and cultural experience.

## THE DEPARTMENT

The Utilities Department is responsible for safe and reliable delivery of electricity and water as well as proper treatment of wastewater. Responsibilities include maintenance and improvements of the electric distribution system, the water system (including production, treatment, storage and distribution), and the wastewater system (including collection, pumping and treatment of sewage).

The Department also provides engineering review and inspection of the utility portion of public improvements for new development projects and for public capital improvement and replacement projects.