



CITY OF LODI
Department of Human Resources
City Hall, 221 West Pine Street, 2nd Floor
Lodi, CA 95240

<http://www.lodi.gov>

INVITES APPLICATIONS FOR THE POSITION OF:

Electric Distribution Operator II

An Equal Opportunity Employer

SALARY

\$41.86 - \$50.89 Hourly \$3,348.91 - \$4,071.24 Biweekly \$7,255.97 - \$8,821.02 Monthly
\$87,071.66 - \$105,852.24 Annually

OPENING DATE: 04/24/18

CLOSING DATE: Continuous

THE POSITION

Applications will be accepted and processed until a sufficient number of qualified applications have been received. This recruitment may close without further notice; interested candidates should apply as soon as possible.

The examination process will consist of a competitive evaluation of qualifications based on a review of the Application and the Supplemental Questionnaire; therefore, it is to your advantage to provide as much detailed and relevant work experience as possible, as a resume will not be accepted or reviewed in lieu of the application materials.

With general direction, monitors, controls, and takes charge of the City's electric and water distribution system on an assigned shift basis; directs field switching operations; operates computer-based control systems; receives emergency calls; dispatches appropriate personnel and does related work as required.

The Electric Distribution Operator II position is the journey level position of the Electric Distribution Operator class series and individuals in this class are expected to be able to perform their duties unsupervised. Individuals in this class are expected to possess a complete working knowledge of distribution level voltages (12,000V and 60,000V) and electric control systems and devices. They are expected to quickly, accurately and effectively assess an emergency situation and take appropriate action. This class works an assigned shift year round in addition to standby duty for emergency call back during non-working hours. They are also expected to provide training and direction to Electric Distribution Operator I's when so assigned.

SUPERVISION EXERCISED AND RECEIVED:

Electric Distribution Operator II receives immediate supervision from the Electric Distribution Operator Supervisor.

EXAMPLES OF DUTIES

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

Monitors, controls and operates the City's electric distribution systems.

Operates the Electric Distribution SCADA system.

Routinely reviews SCADA alarm logs and alarm set points. Recommends changes/updates as

appropriate.

Monitors electric distribution operating parameters such as bank and feeder current and voltage levels, system power factor, system loading, etc. Takes corrective action in accordance with approved protocols and switching orders.

Operates the mobile radio system.

Prepares and verifies switching programs, system outage reports, daily operational logs, etc.

Receives emergency calls and dispatches appropriate personnel.

Develops switching procedures for emergency service restoration.

Maintains system maps and electric distribution system circuit model switch lineup current.

Provides feedback to the Engineering Division for any electric distribution system circuit model updates that may be required.

Maintains various logs and records on facility operations.

Operates various computer equipment.

Participates in simulated emergency response drills.

Maintains various databases including but not limited to foliage management, outage data, system loading, street lights and routine maintenance. Generates associated reports as requested.

Provides assistance to Lodi Electric Utility (LEU) management staff in responding to claims against the City.

For routine patrols/inspections: determines requirements in accordance with LEU procedures, dispatches resources to accomplish patrols/inspections, routes findings to Engineering Division for corrective action and records the successful completion of corrective action.

Assists with regulatory audits.

Assists in developing and enforcing physical security protocols.

Assists IS department in developing cyber security protocols consistent with the electric utility industry.

Coordinates with other agencies for clearances as required to accommodate maintenance/repairs on primary lines supplying the distribution system.

Updates maps, records and databases with results of field audits/patrols/inspections.

Performs field audits and patrols of the electric distribution system if required.

Performs general cleaning and maintenance work in order to keep facilities in a clean and orderly condition.

Assists in training of other Electric Distribution Operators.

Serves as Stand-by Operator as assigned. In this capacity the Electric Distribution Operator II must be available to respond to an outage and/or emergency associated with the electric distribution system and be in the operations center within 20 minutes of notification of the emergency.

Performs other duties as required to ensure smooth and efficient operation of the electric distribution system operations center.

TYPICAL QUALIFICATIONS

Knowledge of:

Basic electrical theory including:

Working knowledge of OHM's law;

Working knowledge of AC circuit theory including ability to apply Kirchhoff's voltage and current laws;

AC impedance including inductance, capacitance and resistance;

The power triangle including apparent power, reactive power, real power, power factor and power factor correction;

Working understanding of the dynamics of an AC System during system transients;

Methods, materials and equipment used in the operation, control and maintenance of electric distribution systems.

Principles of electric distribution systems and equipment.

Safe work practices and procedures including Arc Flash hazards and minimum approach distances.

Comprehensive understanding of line work techniques including use of personal protective grounds, isolation and clearance points, phasing and phase rotation, primary and secondary voltages and associated work procedures.

English usage, spelling, grammar and vocabulary.

Ability to:

Develop, carry out and take charge of switching procedures for the City's electric distribution system.

Think and act quickly in emergencies, and to exercise sound judgment.

Dispatch appropriate personnel under normal and emergency situations.

Read and interpret electric single phase and 3 phase diagrams.

Describe the operation of fault interrupting devices such as fuses, sectionalizers, variable fault interrupting switches and substation breakers/relays.

Solve AC circuit analysis problems for single phase and 3 phase circuits.

Maintain accurate records, maps and status boards and prepare associated reports.

Establish and maintain cooperative working relationships with other employees and the public.

Effectively communicate via radio, telephone and in writing with other employees, agencies and the general public.

Maintain control and remain professional and courteous in emergency and other work situations under adverse conditions.

Follow oral and written directions and procedures.

Speak clearly and decisively.

Operate computer-based equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school, post high school coursework in electrical theory and reading and interpreting single phase electrical schematics and diagrams, or training through an electric utility apprentice program.

Experience:

Minimum of four (4) years of qualified Electric Distribution Operator experience equivalent to that of an Electric Distribution Operator I with the City of Lodi.

Response Requirement:

Must be able to meet a 20-minute response requirement at time of appointment.

LICENSES AND CERTIFICATES:

Possession of a valid Class "C" Driver's License from the California Department of Motor Vehicles.

FLSA Status: Non-Exempt

SUPPLEMENTAL INFORMATION

Apply online at www.lodi.gov or in person at Human Resources Department, City Hall, Second Floor, 221 West Pine Street, Lodi, CA. Telephone: 209/333-6704.

Persons with hearing impairment, please call the California Relay Service 7-1-1.

Evaluation of Qualifications: Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in the testing process. Resumes may not be substituted for a completed application.

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITY ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring

department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.

MEDICAL-DRUG SCREENING – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

EMPLOYMENT BENEFITS

SALARY - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE - Holiday - An average of 13 paid holidays per year. Vacation - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. Sick Leave - 10 days per year depending upon the appropriate labor agreement. Administrative Leave - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

HEALTH INSURANCE - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

LIFE INSURANCE AND LONG TERM DISABILITY - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

RETIREMENT AND DEFERRED COMPENSATION - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System except for the required medical contribution. Employees may participate in a 457 Deferred Compensation program.

FLEXIBLE SPENDING ACCOUNT - Employees may participate in a Section 125 Flexible Spending Account.

IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.lodi.gov>

OR

City Hall, 221 West Pine Street, 2nd Floor
Lodi, CA 95240

EXAM #6532.3.2018

ELECTRIC DISTRIBUTION OPERATOR II
CG

Electric Distribution Operator II Supplemental Questionnaire

* 1. I understand that in order for my application to receive every consideration in the selection

process, I must complete all of the application (education, experience, etc.) along with the following Supplemental Questions and provide concise but detailed answers. I understand these responses must match the information I provide in the Work Experience and Education sections of my application. When answering narrative descriptions of my experience, I understand that I must include the name of the employer, dates of employment, and the name and phone number of my supervisor.

Do not refer to a resume or other documentation in lieu of completing the employment history section or responding to the supplemental questions; they will not be reviewed or considered.

I certify that all the information provided on my application and this Supplemental Questionnaire is true to the best of my knowledge.

☐ I have read and understand the above instructions

- * 2. This position requires that you possess and maintain a valid California Driver's License. Do you understand and meet this requirement?
☐ Yes ☐ No
- * 3. Must be able to meet a 20-minute response requirement at time of appointment. Are you able to meet this requirement?
☐ Yes ☐ No
- * 4. This position requires a minimum of four (4) years of qualified Electric Distribution Operator experience equivalent to that of an Electric Distribution Operator I with the City of Lodi. Do you understand and meet this requirement?

* Required Question