



**CITY OF REDDING**  
invites applications for the position of:

## **Electric Utility Engineering Assistant I**

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**SALARY:** \$4,185.00 - \$6,674.00 Monthly  
\$50,220.00 - \$80,088.00 Annually

**OPENING DATE:** 02/13/19

**CLOSING DATE:** 03/13/19 11:59 PM

### **DESCRIPTION:**

Redding Electric Utility (REU) is seeking a full-time Engineering Assistant to perform a variety of engineering assignments within the Operational Technology Group of the Electric Utility. Under direction, this position performs engineering work in transmission and distribution planning including computer engineering and modeling work, facilities design and procurement, technical research, economic analysis, resource planning, production cost modeling, and contract administration for the City of Redding Electric Utility (REU).

An eligibility list will be established as a result of this recruitment and will be used to fill the current vacancy as well as subsequent vacancies in this or other areas that occur during the life of the list. Electric Utility Engineering Assistant I is the entry level classification. Incumbents in this classification may be advanced to the Electric Utility Engineering Assistant II classification upon meeting the requirements of that classification, completing a minimum of two years of satisfactory performance as an Electric Utility Engineering Assistant I, in a full-time position or equivalent service, with the City of Redding, and upon the recommendation of the department director.

### **EXAMPLES OF DUTIES:**

Assist in the design and coordinate preparation of plans and specifications for capital improvement projects such as distribution, transmission and generation facilities; setup, define, document, and run various software utilized throughout the Department; Update design and engineering standards and guidelines; assist in the coordination of contract administration of capital improvement projects; assist in performing less complex and technical engineering design calculations; assist in the preparation of various engineering reports and cost estimates for REU projects and procurement and the integrated resource plan; coordinate engineering activities with other City departments and outside agencies; assist in preparing transmission/distribution long-range planning studies and/or long-range resource planning studies such as the integrated resource plan (IRP); and perform other related duties as assigned.

### **TYPICAL QUALIFICATIONS:**

**Knowledge of:** Principles of engineering and engineering economics.

**Ability to:** Interact effectively with the public and employees; perform complex engineering and economic analysis, make complex computations; read and accurately interpret plans, specifications, contracts, regulations, and other pertinent data; communicate clearly and concisely, both verbally and in writing; and perform technical research.

**Education & Experience:** Any combination of education, training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would

include a Bachelor's Degree in engineering from an accredited college or university.

**Special Requirements:** Possession of the appropriate valid California driver's license, or the ability to acquire one within ten days of appointment.

## **APPLICATION AND EXAMINATION PROCESS:**

**Please be advised all notifications pertaining to this recruitment (e.g. exam invitations, exam results) will be e-mailed to you at the e-mail address provided on your employment application. Please be sure to provide your current and complete e-mail address. Check your inbox as well as your spam folder for correspondence as your e-mail provider or personal settings may flag the e-mail as spam. Contact the Personnel Department with any questions.**

**Application Process:** Interested individuals must submit a City of Redding online employment application by the closing date in order to be considered.

Incomplete applications may not be processed. Meeting the announced requirements does not guarantee selection into the examination process. Applications will be reviewed to determine those best qualified to be tested.

**Veterans Credit:** Veterans who have received an honorable discharge from the military service and receive a passing score on the examination will have 2 points added to their final examination score. To obtain this credit, veterans MUST provide a copy of the DD214, indicating honorable discharge, WITH EACH EMPLOYMENT APPLICATION BEFORE THE CLOSING DATE.

**Examination Process:** An oral board examination will be administered.

## **AN EQUAL OPPORTUNITY/FEDERAL AFFIRMATIVE ACTION EMPLOYER**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofredding.org>.

777 Cypress Avenue  
Redding, CA 96001  
(530) 225-4065

[personnel@cityofredding.org](mailto:personnel@cityofredding.org)

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Position #150E 853 022019  
ELECTRIC UTILITY ENGINEERING ASSISTANT I  
CJ