



CITY OF REDDING
invites applications for the position of:

Electric Utility Project Coordinator

SALARY: \$41.23 - \$65.50 Hourly
\$3,298.15 - \$5,239.85 Biweekly
\$7,146.00 - \$11,353.00 Monthly
\$85,752.00 - \$136,236.00 Annually

OPENING DATE: 01/25/19

CLOSING DATE: 02/24/19 11:59 PM

DESCRIPTION:

The City of Redding Electric Utility (REU) is seeking a highly qualified and self-motivated individual to support the department with developing and administering contracts, projects, programs and other assignments related to electric utility operations.

Under direction, perform professional engineering work both in the office and in the field. Prepare construction contract document(s); prepare detailed engineering conceptual designs; review and evaluate bids; be responsible for the construction management and on-site inspections of Electric Utility projects; and perform engineering assignments required in connection with a wide range of Electric Utility activities. Monitor and evaluate regulatory and environmental compliance as related to Electric Utility activities.

EXAMPLES OF DUTIES:

Design and prepare plans and specifications for Electric Utility capital improvement projects, such as electrical substations, electric transmission/distribution lines, power generating plants and engineering improvements or modifications at Electric Utility facilities; manage Electric Utility construction projects, including transmission and distribution projects, natural gas pipeline projects, and power generation projects; conduct field inspections of projects to ensure contract compliance, minimize change orders, and assure a high level of safety; prepare oral and/or written reports for staff and management as appropriate; administer consulting contracts; prepare requests for proposals and evaluate proposals for consulting services; schedule and estimate projects; perform detailed review of work products produced under consulting contracts; prepare detailed specifications for the purchasing of construction materials or major equipment for Electric Utility projects such as steel structures, control equipment enclosures, generation equipment and structures, natural gas equipment, and oil retention facilities; develop standards and guidelines for Electric Utility projects; develop Electric Utility standards where engineering input is necessary and desirable to assure adequate and cost-effective projects; administer landscaping and weed control contracts at Electric Utility substations or other facilities; coordinate with Electric Utility field operations' staff as needed; provide guidance and work supervision for assigned project subordinates in accordance with project requirements; coordinate with other utilities, agencies and City departments as needed in the construction, maintenance and operation of the electric utility system; develop, implement, and maintain operation, maintenance, and testing procedures and other required documents (HMBP, SDS, SPCC, etc.) for Electric Utility facilities; perform regular audits of Redding electrical facilities to ensure safety and regulatory compliance; coordinate any needed repairs or improvements to Electric Utility engineering or structural features and to generation equipment and structures including site grading/drainage, paving, fencing, steel structures, substation control enclosures, power plant performance and reliability improvements and other improvements; develop,

implement, and administer training for safety and environmental procedures and programs, DOT pipeline programs, and NERC compliance programs; continuously strive for improvements of division training content and culture; perform other duties as assigned.

TYPICAL QUALIFICATIONS:

Knowledge of: Principles and practices of engineering as applied to Electric Utility projects; methods, materials and techniques used in the design and construction of Electric Utility projects; City engineering policies and procedures; the application of engineering to designs relating to Electric Utility facilities including electrical substations, power plants, natural gas pipelines, transmission/distribution lines, and buildings; applicable laws and regulatory codes relevant to design and construction of Electric Utility projects; budget planning and preparation; Electric Utility operating practices and procedures and safety requirements. DOT pipeline compliance, Cal-OSHA safety requirements, air water and waste environmental compliance, and NERC compliance.

Ability to: Interact effectively with the public and employees; perform complex engineering work involving responsibility for Electric Utility projects from design through completion; make complex engineering computations; assist in the preparation of engineering plans, specifications, and studies; perform technical research and prepare detailed engineering studies and reports and provide reliable advice on engineering problems; and communicate effectively in both oral and written manner.

Education & Experience: Any combination of training and experience that provides the required knowledge, skills, and abilities are qualifying; typical education shall include Bachelor of Science Degree in engineering from an accredited college or university. Typical experience would include five years relevant design experience with electrical utility emphasis and prior experience as the Project Manager. Ten years of experience working on electric utility projects is desirable.

Special Requirements: Candidates must possess a current professional registration in Civil, Mechanical, Electrical, or Chemical Engineering in the State of California, or in another state that has reciprocity with California, and must obtain the appropriate California professional license within one year of employment. A valid license as a Land Surveyor in the State of California is desirable.

Possession of valid California driver's license, or 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 in order to be considered. This is a continuous recruitment and may close at any time with minimal or no notice. Applications not submitted by the close of the recruitment may not be considered; therefore, prompt application is encouraged.

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 BY THE CLOSING DATE.

Examination Process: An oral board interview will be administered.

AN EQUAL OPPORTUNITY/FEDERAL AFFIRMATIVE ACTION EMPLOYER

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

Position #155E 853 012019
ELECTRIC UTILITY PROJECT COORDINATOR
CJ

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