

APPLICATION PROCESS

Applications are available at the City of Ukiah, 300 Seminary Avenue, Ukiah, CA, (707) 463-6272, or they may be downloaded at www.cityofukiah.com/jobs. 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.



COMPENSATION AND BENEFITS

Salary - \$116,283—\$141,343 annual salary

Executive Leave Pay - 80 hours (10 days) annually to be taken as cash payment or as time off.

Retirement - CalPERS "Classic" members: 2.7%@55 with employee contributing 8% of pre-tax salary. "New" members: 2% @62 with employee contributing 7.25% of salary. Ukiah does not contribute to Social Security.

Leave - *Vacation Leave* is accrued at 161.2 hours per year and increases with City service. Credit for prior public service will be considered. *Sick Leave* is accrued at 96 hours per year. The City observes 13 *holidays* each year.

Health Insurance - The City pays 85% of the premium for medical, dental and vision plans.

Other Benefits - Other benefits include City-paid membership in an Employee Assistance Program (EAP) for employee and eligible dependents; optional participation in supplemental health coverage through AFLAC, optional participation in pre-taxed Unreimbursed Medical and Dependent Care Assistance programs; optional participation in AirMed; and optional participation in Employee Credit Union and Deferred Compensation 457 Savings Plans.

CITY OF UKIAH CORE VALUES

PROFESSIONALISM

We demonstrate professionalism through proficiency, reliability, and our drive to make opportunities happen.

SERVICE

We inspire confidence in our organization and our team members by consistently providing exceptional service.

TEAMWORK

We believe in creating an environment that fosters teamwork and processes that support equal opportunity, collaboration, and commitment to common goals.

INNOVATION

We work to discover practical solutions, challenge prevailing assumptions, and create new ideas that prove useful.

SAFETY

We strive to keep our community and our workplace safe and healthy.

Contact Information:

Human Resources

300 Seminary Ave

Ukiah, CA 95482

Phone: (707) 463-6272

www.cityofukiah.com/jobs

Final Filing Date: Open Until Filled

The City of Ukiah is an Equal Opportunity Employer committed to building a diverse workforce.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked.



City of Ukiah

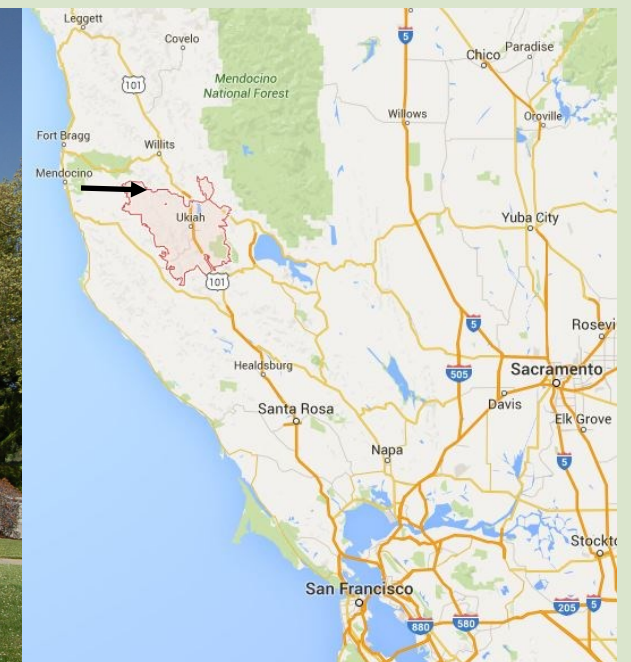


INVITES APPLICATIONS FOR

SENIOR POWER ENGINEER

(Exempt, Management Position)

\$116,283—\$141,343 annual salary

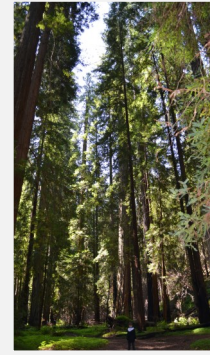


Open Until Filled

THE CITY OF UKIAH AND COMMUNITY

The City of Ukiah is located in the beautiful Northern California Yokayo Valley, surrounded by rich grape vineyards, pear orchards, and coastal mountains. Situated on the Highway 101 corridor, Ukiah is two hours north of San Francisco, providing easy access to Bay Area resources. Located near the Mendocino Coast and spectacular redwood forests, with an historic downtown and a community college, Ukiah invites an abundance of recreational, arts and cultural pursuits. It is an ideal family location to live, work and play! For more info, see www.visitukiah.com.

The County Seat of Mendocino County, Ukiah is a full-service city providing public safety, water, sewer and electric utilities, land use planning and development services, street maintenance, parks, a golf course, recreation programs, a conference center, the Grace Hudson Museum, and an airport. The City is governed by a five-member Council, elected at-large by the citizens of Ukiah. Ukiah has a population of 16,075 which swells to roughly 40,000 during the week.



THE DEPARTMENT AND POSITION

The City of Ukiah is looking for a highly qualified and motivated individual to plan, organize, direct and coordinate the engineering activities of the Electric Department. Responsibilities include system design, operation and asset management for the electric distribution system which includes the substation(s), distribution system, hydroelectric plant, SCADA and advanced metering infrastructure. This is an exempt, management level position in the Electric Utility Department. General direction is provided by the Electric Utility Director. Leadership responsibilities include the direct supervision over assigned personnel, which may include various consultants and/or contractors.

The Senior Power Engineer provides highly responsible and technical staff assistance to the Electric Utility Director and assists in the coordination of operations and maintenance activities of the utility department and outside agencies, as needed. The Senior Power Engineer must work closely and effectively with the Electric Operations Superintendent providing highly responsive technical support to assist in the efficient and prudent operation of the Electric Department. This is the journey level class within the Power Engineering series with assignment of the full range of duties, including supervision and management of the department functions. Employees at this level receive occasional instruction or assistance as new, unusual or unique situations arise.

EXAMPLES OF DUTIES

- ◆ Provide technical assistance to engineering, technical services and field staff as well as customers to identify and solve various problems related to construction, operation and delivery of power.
- ◆ Work closely with the Electric Operations Superintendent in the review and evaluation of work methods and procedures.
- ◆ Review project plans and drawings with supervisors and other staff as appropriate; recommend changes based on field observations and operational requirements; provide technical advice and assistance on difficult work problems.
- ◆ Research and develop material specifications and standards for electric equipment and construction practices.
- ◆ Perform system protection and coordination studies and review system protection equipment settings and operations, adjusting as necessary to provide a highly reliable distribution system.
- ◆ Complete distribution modeling including underground and overhead distribution systems design, voltage drop/correction, load flow, power factor correction, and system protection.
- ◆ Maintain up-to-date knowledge of and oversee the implementation of local, state, and federal regulatory compliance activities related to area of assignment.
- ◆ Assist and support the Electric Operations Superintendent in the development, review and updating of safety training, procedures and standard operating procedures.
- ◆ Perform a variety of advanced technical and professional engineering tasks using sound engineering judgment, including project planning, analysis, design, construction management, contract administration; special studies and report preparation for various utility construction projects related to distribution line, metering, substation, and power engineering.
- ◆ Assists in the preparation of the capital improvement plans and budget.
- ◆ Assists in the preparation of presentations and at times will be required to attend meetings outside of normal business hours.
- ◆ Serve as construction manager for various large or technical electric projects, oversee preparation of bid documents, oversee contractor performance and compliance with project plans and specifications; coordinate, schedule and oversee specialty inspections; review and approve payment requests and review technical submittals. Prepare and/or oversee the preparation of project documents including project justifications, budget analyses, preliminary cost estimates, and schedule.
- ◆ Prepares reports, presentations, analyses, and estimates for new or modified services and facilities, as well as long range

maintenance and capital improvement needs. Justifies and recommends specific proposals and projects. Participates in the preparation of the Capital Improvement Plan and budget of the utility. Prepares the budget recommendations including projecting project costs, staffing needs and anticipated expenditures by fiscal year with detailed breakdowns and justification as assigned.

- ◆ Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- ◆ Develop and implement division goals, objectives, policies, procedures, and metrics to operate the Electric department using best practices.
- ◆ Direct, oversee, and participate in the development of the Electric Operations work plan; prioritize work activities, projects, and programs; monitor and correct workflow issues.
- ◆ Manages the activities and operations of the Engineering division of the Electric Utility Department; develops and implements goals, objectives, policies and procedures to enable the division to meet the business goals of the Department and the City.
- ◆ Directs and manages day-to-day operation of the Engineering department and assists in the work load management of the Electrical Department.
- ◆ Identifies and implements necessary system expansions/modifications to provide sufficient capacity and quality of power to serve new and existing loads under both normal and emergency conditions.
- ◆ Prepares multi-year capital improvement plans and budget.
- ◆ Prepares presentations and presents at meetings outside normal business hours. Represent the department to outside agencies and organizations, participate in outside community and professional groups and committees.
- ◆ Recommends the assignment of work, provide or coordinate staff training, conduct performance evaluations, implement discipline procedures as required, and maintain high standards necessary for the efficient and professional operation of the Department.
- ◆ Manage the operation and maintenance of the 3.5 MW hydroelectric generation plant.

REQUIREMENTS AND 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.
- ◆ Safety practices and State and Federal regulations relating to T&D system operation, maintenance and construction.
- ◆ Computer applications: MS Office, Computer Aided Drafting and distribution system analysis software.
- ◆ Principles and practices of organization, administration, budget, and personnel management.
- ◆ 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.
- ◆ Work flexible hours when required.

Education & Experience

- ◆ This position requires a Bachelor's Degree from an accredited college or university in electrical engineering, preferably Power Engineering.
- ◆ Registration as a Professional Engineer in California or ability to obtain P.E. License in two years required.
- ◆ Five years of increasingly responsible experience in electrical engineering work in the Electric Utility industry. Supervisory experience desirable.

Necessary Special Requirements

- ◆ Possession of, or ability to obtain, a Class C California Driver License.

