

CITY OF ALAMEDA
invites applications for the position of:



Electrical Engineering Aide

SALARY:	\$30.51 - \$37.07 Hourly \$63,460.80 - \$77,105.60 Annually
DEPARTMENT:	Alameda Municipal Power
OPENING DATE:	04/08/19
CLOSING DATE:	04/25/19 05:00 PM
FLSA STATUS:	Non-Exempt

NATURE OF POSITION:

Alameda Municipal Power (AMP) is currently recruiting for an Electrical Engineering Aide.

This is an exciting opportunity to be a part of a highly skilled engineering team and perform work that has a significant impact in the local community. Please read on to learn more about AMP and this career opportunity.

About Alameda Municipal Power

In 1887, the City of Alameda paid \$20,000 for the installations of 13 streetlights and a 90-kW generating station to power them. And with that, the oldest public electric utility west of the Mississippi was created. Today, the City of Alameda is still in the power business and still a trendsetter. Now known as Alameda Municipal Power (AMP), we have survived over a century and a quarter of utility mergers that created behemoths in other places. AMP has provided safe reliable power at lower rates without sacrificing service to power our community. We maintain local control so that we can re-invest in the island and provide value to enrich our lives, businesses, and the community. We've seen a lot of change in 132 years, but through it all there's been one constant: We're as committed today to delivering safe and reliable electricity to the residents and businesses of Alameda as we were in 1887. We'll continue to invest in new and improved ways of doing business to manage costs, improve our service, and improve the environment.

About the Division/Position

The Engineering Division is responsible for the planning and technical aspects of the electrical transmission and distribution system. They maintain system maps and drawings, perform customer service planning and system design, create material and construction specifications, administer the joint pole program, and perform technical system studies.

Here are some examples of typical job duties:

- Prepares drawings for overhead and underground power distribution systems and substation wiring.

- Revises electrical distribution maps and drawings.
- Updates and maintains engineering records from completed work orders.
- Takes field notes for new construction projects.
- Compiles field test data from transformer load and voltage surveys for analysis.

Qualifications to Apply

Education: Completion of two years of college course work in the applied sciences, including courses in drafting, AutoCAD, and computerized data entry.

Experience: Experience that would provide knowledge of drafting methods, including AutoCAD.

We will also consider an equivalent combination of education and experience that meets the stated requirements in the job description.

Please click [here](#) to view the job description for Electrical Engineering Aide.

Selection Process

Applications and questionnaires will be evaluated and candidates whose experience is evaluated as "best qualified" will be invited to an examination process. The examination for this recruitment will consist of a questionnaire review and a structured panel interview. **The interviews are tentatively scheduled for the week of May 13, 2019**

Highlighted Benefits

- 9/80 schedule (every other Friday off)
- Employer-paid medical contribution covers premiums for you and your family
- Employer-paid dental contribution covers premiums for you and your family
- Generous pension program (CalPERS retirement)

The examination process may test for, but is not limited to, the essential knowledge and abilities listed in the job specification and announcement and will be designed to provide a comprehensive review of each candidate's technical knowledge and overall suitability for the position. Qualified applicants will be notified of the exact date, time, and location of examinations approximately two weeks in advance. If applicants have not received written notice at least one week prior to the tentative test date listed in the flyer, they should contact the City of Alameda Human Resources Department at (510) 747-4900.

Candidates passing all components of the examination process will be placed on an Eligible List. A list of names is certified to the department(s) having vacancies based on the type of examination conducted pursuant to the provision of the City's Civil Service Rules. Final selection will be made from the Eligible List by the Department Head subject to approval by the City Manager. The Department Head may utilize additional selection procedures to make a final hiring decision. Placement on an Eligible List does not guarantee employment. Prior to appointment, a thorough reference check will be conducted which may include a credit check and background. The selection process may be evaluated and revised based on the number of qualified applicants. Federal law requires that prior to employment, you must furnish proof of your identity and eligibility for employment in the United States, as required by U.S. Citizenship and Immigration Services.

VETERAN'S PREFERENCE CREDIT: A job applicant qualifies as a veteran if honorably discharged from active military, reservist, or National Guard duty of at least 18 consecutive months within the past five (5) years of the date of application. In case of

discharge attributable to service-connected injuries or illnesses, the 18 months active duty requirement need not be fulfilled. An applicant claiming veteran's preference credit must attach to their application, a legible copy of their DD-214 verifying the type of discharge and date(s) of active service. NO OTHER DOCUMENTATION WILL BE ACCEPTED.

AN EQUAL OPPORTUNITY EMPLOYER: The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department. Hearing Impaired TDD (510) 522-7538.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.alamedaca.gov/Departments/Human-Resources>

Position #2019-7270-01
ELECTRICAL ENGINEERING AIDE
SN

2263 Santa Clara Avenue, Rm. 290
Alameda, CA 94501
(510) 747-4900

HR@alamedaca.gov

Electrical Engineering Aide Supplemental Questionnaire

- * 1. By selecting YES below, you certify your understanding that the supplemental questionnaire which follows is intended for you to identify your qualifications and experience in specific job related areas. It is critical that you fill out the supplemental questionnaire completely and accurately. Do not indicate "See Resume". Any experience or education listed in your responses must also be included in the Education and Work Experience sections of the job application. Your responses to the following questions will be evaluated and used to determine whether your application is given further consideration. A resume and/or any attachments will not be considered in determining your qualifications.
- Yes No
- * 2. For the following list of job duties, please check the box if you have experience with the job duties described.
- Perform design, manual and computer-aided drafting and field measurements for utility engineering projects
 - Draw and revise city electrical and lighting maps
 - Prepare easement maps
 - Review building plans, parcel, and subdivision maps
 - Prepare engineering construction drawings with material lists and specifications for use in bidding and construction
 - Prepare drawings, illustrations, and specifications for projects from preliminary

design to final construction stage

Conduct on-site field trips to review existing conditions or to check previous installations against as-built drawings

Maintain electrical/water/gas system mapping records

Coordinate the recording of utility GIS maps

Perform topographical surveys as required to obtain field data for the design of construction projects

I do not have experience in any of the areas described above

- * 3. Please list the employers where you gained the experience listed above. These employers should be included in the Employment Experience section of the application.

* Required Question