



CITY OF SANTA CLARA
invites applications for the position of:

Principal Electric Utility Engineer

SALARY: \$85.49 - \$110.63 Hourly
\$14,818.00 - \$19,176.00 Monthly
\$177,816.00 - \$230,112.00 Annually

OPENING DATE: 05/13/19

CLOSING DATE: 05/28/19 04:00 PM

EXAM WEIGHT: 100% Oral

TENTATIVE EXAM INFORMATION: Panel Interview- Wk. of June 17th, 2019 (Unclassified Recruitment)

DESCRIPTION:

Silicon Valley Power is seeking three dynamic, engaging, and highly qualified professionals for the position of Principal Electric Utility Engineer in our Energy Distribution & Operation, and Customer Development & Project Management divisions.

This unclassified, management position will be responsible for performing and managing the work related to planning, engineering, design construction, operations, maintenance and regulatory compliance of electric utility transmission, distribution and generation facilities.

Preferred Close Date: 4:00 p.m., Tuesday, May 28, 2019

To receive first consideration in the screening process:

Submit a completed resume packet to the Human Resources Department by the preferred close date. Resume packets should include 1) Current resume and 2) Letter of Interest and Intent. Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview. The recruitment may remain open until filled.

The Principal Electric Utility Engineer annual salary is \$177,816 with the potential to go up to \$230,112.

The City offers a number of benefits to management employees including: CalPERS Retirement Plan/Social Security: California Public Employees' Retirement System integrated with Social Security. CalPERS 8% employee contribution, Social Security, FICA employee contribution: 7.65% of earnings (6.2% Social Security + 1.45% Medicare).

CalPERS Pension: 2.7% @ 55 for Classic Employees (no EPMC), 2% @ 62 for new CalPERS employees.

For a complete list of benefits, please visit www.santaclaraca.gov

This is a management position in the unclassified service, responsible for performing and managing the work related to planning, engineering, design construction, operations, maintenance and regulatory compliance of electric utility transmission, distribution and generation facilities. The position requires a demonstrated ability to work well with management, professional and administrative support employees in the Department and with customers, professionals, managers and all City Departments.

As a member of the City's unclassified service, this is an "at-will" position, and the incumbent serves at the discretion of the City Manager. An incumbent in this classification demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and values.

TYPICAL DUTIES:

Duties include, but are not limited to the following:

Under general direction:

- Plan, develop, coordinate, perform, and direct activities of assigned work area relating to planning, engineering, design construction, operations, maintenance and regulatory compliance of electric utility transmission, distribution and generation facilities
- Provide recommendations on a broad spectrum of related issues
- Manage assigned staff, provide technical instructions and assistance as necessary
- Develop, perform and manage the implementation of utility plans based upon applicable State and Federal laws
- May be responsible for directing the activities of consultants and contractors
- Act as a mentor to staff and provide them with leadership, training, direction and support
- Attend meetings and work with engineers, contractors, specialists and City staff to ensure that City guidelines are met in the determination of requirements of projects
- Represent the City at industry meetings, management groups, professional organizations, and other meetings
- Make periodic and special reports, which describe the current activities and prepare reports, including findings and recommendations, as required
- Direct or conduct studies and analysis related to the reliability of the electric system to ensure compliance with appropriate Federal Energy Regulatory Commission/North American Electric Reliability Corporation (FERC/NERC) and industry reliability standards
- Prepare or direct the preparation of purchase specifications required to implement Electric Utility Department purchases in connection with system expansion and improvements
- Conduct evaluation of new equipment, methods and materials pertinent to the design, construction, operation and maintenance of the electric system, and make recommendations to appropriate Managers
- Confer with and assist in the development of long-range plans, goals and objectives, and budgets
- Manage, schedule and evaluate the work assigned staff, and develop processes designed to support a continuous learning environment
- Analyze assigned work area to determine the most efficient and effective assignment of staff
- Make specialized technical studies and/or investigations
- Prepare complete and comprehensive oral and written reports and make recommendations on engineering and related issues
- Prepare the budget, recommend allocation funds within guidelines; monitor expenditures to ensure adherence to the approved budget, manage contractual services
- Administer and assist in the staffing, administrative and financial matters of the department
- May act as the Assistant Director of Electric Utility in his/her absence
- Perform other related duties as assigned

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

- Education and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in electrical, mechanical, civil or other related field of engineering
- Five (5) years of increasingly responsible experience in electric utility engineering work
- Candidates from a non-accredited college or university must demonstrate educational equivalency by registration as a professional electrical, mechanical or civil engineer in the State of California

Possible Substitutions:

- A Master's Degree in electrical, mechanical or civil engineering, or business or public administration from an accredited college may be substituted for one year of experience

REGISTRATION:

- Possession of a certificate of registration as a Professional Engineer in the State of California is required

LICENSE(S):

- Possession of a valid California Class C driver's license is required at the time of appointment and for duration of employment

OTHER REQUIREMENTS:

- Prior to hire, candidates will be required to successfully pass a pre-employment background check, which may include employment verification, credit check, a DMV record check, a criminal history check and Department of Justice (DOJ) fingerprinting. Any information obtained will be used to determine eligibility for employment in accordance with the law. A conviction history will not necessarily disqualify an applicant from appointment however, failure to disclose a conviction when required will result in disqualification from the recruitment process.
- Must be able to perform all of the essential functions of the job assignment
- May be required to work unusual hours in emergency situations
- Required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State, and /or industry security requirements

CONFLICT OF INTEREST:

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles of electrical utility planning and engineering involved in the development, construction, production, operational methods in interconnected utility areas, principles of program evaluation, forecasting and planning, probability and energy analysis and formulation; customer service; telecommunications and controls; and information technology
- Principles of engineering economics, statistical analysis and forecasting

- Principles of management, supervision, personnel administration, training and performance evaluation
- Principles of organization and management, effective leadership and municipal budgeting and administration
- Regulatory laws, standards and requirements including FERC/NERC Reliability Standards
- Research methods and statistical analysis
- Problem solving and conflict resolution practices and techniques
- Complex spreadsheets and database applications
- Preparation and administration of contracts and fiscal planning
- Project and workload planning
- Environmental and safety practices, procedures and standards

Ability to:

- Analyze complex data; resolve applicable problems; evaluate alternatives and recommend an appropriate course of action
- Effectively negotiate contracts and customer business relations
- Manage contractor activities
- Manage project development and operations management
- Identify, research and gather relevant information from a variety of sources
- Exercise sound and independent judgment, conduct independent analyses and make recommendations on difficult and sensitive issues
- Anticipate potential problems, develop contingency plans when needed and solve concurrent problems
- Provide leadership and management through coaching, empowering and facilitating employees working in a team environment
- Create a culture that is conducive to change and one that is able to select, recruit, retain, develop and motivate a skilled and talented workforce where everyone knows their mission, role and job expectations
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- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards, and establishes an atmosphere of respect for employees consistent with the City's Code of Ethics and Values
- Build constructive relationships by promoting collaborative partnerships with department peers, bargaining units, employees, citizens, and others contacted in the course of work
- Represent and speak for the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas
- Prepare and present highly technical and complex written and oral reports using multi-media to large groups and City staff
- Work effectively as a member of the department's management team to achieve common goals and be able to deliver excellent customer service to both internal and external City clients
- Plan, organize, direct, and coordinate organization activities and effectively manage the assigned work
- Work effectively and coordinate multiple projects and complex tasks simultaneously in time-sensitive situations and meet deadlines
- Communicate logically and clearly, both orally and in writing
- Follow oral and written instructions
- Understand and carry out highly complex technical tasks
- Use computer applications to prepare memos and procedural documentation
- Create, manage and maintain complex filing and record systems

- Walk or stand for extended periods of time and bend, stoop, crawl, climb, lift or any other physical requirement as necessitated by the position to perform assigned duties

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.santaclaraca.gov>

Position #37-19-145U
PRINCIPAL ELECTRIC UTILITY ENGINEER
VS

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Equal Opportunity Employer
