



CITY OF LODI
Department of Human Resources
City Hall, 221 West Pine Street, 2nd Floor
Lodi, CA 95240

<http://www.lodi.gov>

INVITES APPLICATIONS FOR THE POSITION OF:

Engineering and Operations Manager

An Equal Opportunity Employer

SALARY

\$60.25 - \$73.23 Hourly \$4,819.74 - \$5,858.42 Biweekly \$10,442.77 - \$12,693.24 Monthly \$125,313.18 - \$152,318.93 Annually

OPENING DATE: 09/11/19

CLOSING DATE: Continuous

THE POSITION



Work Where You Live - The City of Lodi is home to 65,000 residents, ideally located adjacent to Highway 99 and I-5, 34 miles south of Sacramento, 10 miles north of Stockton and 90 miles east of San Francisco. The City of Lodi is a community surrounded by lush parks, wineries, museums, a lake and open space. Lodi Electric Utility was founded in 1910. For over 100 years, we have prided ourselves in providing safe and reliable electricity. Lodi Electric strives to anticipate the future needs of our customers and develop a plan to meet those needs as cost-effectively as possible while maintaining excellent service. We look to continue to provide the community of Lodi with reliable, affordable, clean and safe power for many years to come.

Thank you for your interest in the Engineering and Operations Manager position with the City of Lodi. This is a continuous recruitment and will close when a sufficient number of qualified applications have been received. This recruitment may close without further notice; interested candidates should apply as soon as possible. **First review of applications will be September 30, 2019.**

To be considered for this position, applicants must complete and submit an application for employment with detailed information in each section of the application: Work Experience, Education, Certificates and Licenses, and Skills.

In addition to submitting a detailed application, you are required to respond to the supplemental questions associated with the application. Your responses to the supplemental questions will be used to help us evaluate your qualifying knowledge, skills, and abilities. Resumes may be attached but will not be accepted in lieu of a complete, detailed application or in lieu of detailed responses to the supplemental questions. Job descriptions are intended to present a broad and general range of duties which includes, purpose, responsibilities, and scope of work. Job descriptions are not intended to reflect all duties performed within the job.

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DEFINITION

Under general direction, manages the activities and operations of the Engineering Division of the Electric Utility Department; performs project management and related work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished by the professional level responsibilities relative to policy development, program planning and implementation, and the operations of a division.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Electric Utility Director. Exercises direction over the Engineering Division staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Under general direction, 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 the day-to-day operation of the division and coordinates projects with other divisions both within and outside of the Department; develops and coordinates project schedules and staffing resource assignments; prepares and administers the division's operating and capital budgets.

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.

Provides direction, technical review and support to staff performing project management, work claims, construction and materials standards, specification and evaluation of bids/proposals and requests for proposals of equipment, materials, professional services and other department needs as required.

Manages the Department's property management function by assisting in formulating long range asset utilization plans, including inventory control and reports.

Coordinates multi-year capital improvement plans for electric utility projects; acts a project manager; prepares a variety of studies and reports related to specific areas of assignment and assists in preparation of short and long range planning for the Electric Utility's electric system.

Prepares and gives public presentations and administers contracts; solves the most difficult customer relations issues.

Performs other duties related to the operation of the department and the City including additional duties that enable the department and City to meet the diverse needs of its community.

TYPICAL QUALIFICATIONS

MINIMUM QUALIFICATIONS

Knowledge of:

Electrical engineering principles and practices, including recent developments, current literature and sources of information regarding electric utility engineering and operation.

Methods, techniques and practices used in the analysis, planning, design, operation, construction and maintenance of an electric transmission/distribution system.

Pertinent federal, state and local laws, codes and regulations.

Principles and practices of project management, organization, administration, and personnel management; principles and practices of budget preparation and administration.

Computer equipment, software applications and peripherals.

Ability to:

Under general direction, manage the activities and operations of the Engineering Division of the Electric Utility Department; prepare, present and administer budgets.

Prepare comprehensive and complex technical reports; plan, review, coordinate and prioritize multiple projects and the work of others.

Plan, organize, train, assign, review and evaluate the work of others and subordinates. Identify problems/issues, collect and analyze data, develop alternatives and select the most appropriate solution.

Provide professional technical expertise for the Electric Utility Department to other City Department's staff, customers and other outside agencies.

Prepare and give presentations to the general public, City Council, management and department personnel.

Operate a variety of standard and specialized office equipment including a personal computer and peripheral equipment.

Establish and maintain cooperative relationships with those contacted during the course of work; respond to the most difficult customer complaints/questions; communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of a Bachelor's degree from an accredited college or university with major coursework in electrical engineering.

Experience:

Five years of increasingly responsible electric utility engineering experience, two years of which shall have been in a supervisory or administrative capacity.

Driver's License Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

WORKING CONDITIONS

Environmental Conditions:

Exposure to safety hazards including, fumes or odors, dust or gases, chemicals, toxic materials, oil, and a variety of mechanical machinery.

Physical conditions:

Essential functions may require maintaining physical condition necessary to see well enough to read, write and make observations; hear well enough to converse on the radio, telephone and in person; bodily mobility to occasionally walk, bend, kneel, reach, stand, crouch or climb; operate assigned equipment and vehicles; operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and intermittently sit while preparing reports and operating vehicles and equipment.

SUPPLEMENTAL INFORMATION

Apply online at www.lodi.gov or in person at Human Resources Department, City Hall, Second Floor, 221 West Pine Street, Lodi, CA. Telephone: 209/333-6704. Persons with hearing impairment, please call the California Relay Service 7-1-1.

Evaluation of Qualifications: Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in the testing process. Resumes may not be substituted for a completed application.

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITY ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submitted to confirm the request.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy ad Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.

MEDICAL-DRUG SCREENING - All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

EMPLOYMENT BENEFITS SALARY - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE - Holiday - An average of 13 paid holidays per year. Vacation - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. Sick Leave - 10 days per year depending upon the appropriate labor agreement. Administrative Leave - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

HEALTH INSURANCE - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

LIFE INSURANCE AND LONG TERM DISABILITY - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

RETIREMENT AND DEFERRED COMPENSATION - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System except for the required medical contribution. Employees may participate in a 457 Deferred Compensation program.

FLEXIBLE SPENDING ACCOUNT - Employees may participate in a Section 125 Flexible Spending Account. IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.lodi.gov>

OR

City Hall, 221 West Pine Street, 2nd Floor
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EXAM #1320.9.2019

ENGINEERING AND OPERATIONS MANAGER
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Engineering and Operations Manager Supplemental Questionnaire

- * 1. I understand that in order for my application to receive every consideration in the selection process, I must complete all of the application (education, experience, etc.) along with the following Supplemental Questions and provide concise but detailed answers. I understand these responses must match the information I provide in the Work Experience and Education sections of my application. When answering narrative descriptions of my experience, I understand that I must include the name of the employer, dates of employment, and the name and phone number of my supervisor.

Do not refer to a resume or other documentation in lieu of completing the employment history section or responding to the supplemental questions; they will not be reviewed or considered.

I certify that all the information provided on my application and this Supplemental Questionnaire is true to the best of my knowledge.

I have read and understand the above instructions

- * 2. Do you possess a Bachelor's degree from an accredited four year college or university with major coursework in electrical engineering?

Yes No

* 3. Briefly summarize your background in utilities, engineering, planning or operations processes.

* 4. Do you possess a minimum of five years of increasingly responsible electric utility engineering experience, two years of which shall have been in a supervisory or administrative capacity?

Yes No

* 5. Describe, in detail, your supervisory experience. Include your title, the company, the number of employees you supervised, and the years of experience. If no experience, enter N/A.

6. Do you have a Professional Engineering (PE) license?

Yes No

* Required Question