



**CITY OF REDDING**  
**invites applications for the position of:**

## **Electric Utility Distribution Planner / System Inspector I**

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**SALARY:** \$33.25 - \$46.78 Hourly  
\$2,659.85 - \$3,742.62 Biweekly  
\$5,763.00 - \$8,109.00 Monthly  
\$69,156.00 - \$97,308.00 Annually

**OPENING DATE:** 11/07/19

**CLOSING DATE:** 12/08/19 11:59 PM

### **DESCRIPTION:**

The City of Redding is establishing an eligibility list to fill a current vacancy, as well as subsequent vacancies that occur during the lifetime of the list. The City of Redding Electric Utility (REU) is seeking a highly qualified and self-motivated individual to support the department in distribution service planning as well as in coordinating with contractors and developers regarding the installation and inspection of the City's electric utility facilities

Under general supervision, assists with distribution service planning/inspections by: designing new and modifying existing overhead and underground electric transmission and distribution facilities; preparing work orders, estimates, material lists, standard drawings, cost of service studies; coordinating with contractors and developers regarding the installation and inspection of the City's electric utility facilities; assisting with interpreting the City's Electric Service Policy, Construction Standards and Utility Work Orders; and performing other related and routine duties that provide support to the Electric Utility's distribution service planning program

This is the advanced journey level classification in the E/U Distribution Planner/Inspector series, responsible for design and/or field inspection of complex and specialized projects with occasional instruction or assistance from higher level professional staff. Employees are fully aware of the operation procedures and policies of the work unit and shall perform a full range of duties using precise, technical engineering and inspection knowledge and techniques. This classification is distinguished from the E/U Distribution Planner/Inspector I and II classifications in that this classification functions in a lead or supervisory capacity and may act on behalf of the Electric Program Supervisor in his/her absence.

This is the entry level classification in the Electric Utility Distribution Planner/Inspector series. Incumbents may be appointed to the classification of Electric Utility Distribution Planner/Inspector II after successfully demonstrating the ability to independently prepare complete and thorough work orders and/or inspections as required of the journey level position, and upon the recommendations of the Director of the Electric Utility Department.

### **EXAMPLES OF DUTIES:**

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

Conduct field engineering for the purpose of designing new and/or upgrading existing underground and overhead electric distribution and transmission facilities; Assist in the pre-inspection of job locations for existing facilities, i.e. existing vaults, boxes, conduits and conductors to ensure design does not conflict with existing facilities; Examine plans and specifications prepared by other departments, agencies, and consultants; advise, design and coordinate with the general public, City officials, customers, contractors, consultants and architects on matters relating to relocations and new or additional electric loads and advise them of the City's Electric Service Policy, applicable City codes, and applicable City standards; Assist in the review of proposed projects with the assigned Electric Utility Distribution Planner/Inspector and determine the contractors and developers involved in all projects. Coordinate with the Field Foreman to ensure electric crews are prepared to perform work as scheduled, when planned outages are involved. Field check and inspect projects for readiness and installation of conduits, sub-structures, trenching and associated hardware at the

work site prior to the arrival of City electric crews; Assist in designing distribution system improvements to provide service, maintain the continuity of service and the overall integrity of the distribution system. Design distribution circuit protection external to substations; In order to maintain and establish system reliability, assist with technical research, conduct routine feeder loading and electrical voltage drop calculations, short circuit calculations, customer load studies, phase balancing studies, motor starting calculations, and economic evaluations of alternative service arrangements; Assist in designing new and modifying existing overhead and underground electric distribution and transmission facilities. Determine the effect of proposed work on existing electric utility facilities and the feasibility of alternate construction proposals; Coordinate and prepare routine electrical equipment specifications for contractor bid and prepare the applicable bid documents for contract work; Learn and comprehend Electric Department transmission and distribution, and appropriate public works standards. Research, evaluate, and recommend new distribution products for possible system use; Assist in coordinating and preparing joint facility agreements with other utilities. Obtain any necessary permits, easements, and right of way for electric transmission and distribution; Assist in designing electrical distribution facilities to serve subdivisions, apartment complexes, mobile home parks, commercial buildings, and public facilities; Assist in the representation of the City of Redding Electric Department in pre-construction meetings for each project involving contractors, developers and utilities. Assist in determining construction schedules and coordinate customer outages as required to energize new facilities; Assist contractors and developers on project design changes as required to accommodate P/L changes or interference due to existing facilities. Assist in resolving field problems related to sub-structures, installation and final grade of property. Prepare amendments to material lists and work orders to reflect in-field changes to plans/designs; Provide technical support to line construction crews as required; Coordinate and ensure availability of job site/project materials between the Field Foreman, Warehouseman and Contractor. Upon final inspections, release work orders to the Field Foreman for construction assignments; Assist with annexation activities with Pacific Gas and Electric Company; Perform related duties as assigned.

## **TYPICAL QUALIFICATIONS:**

### Knowledge of:

Electrical theory, principles, and practices relating to electric distribution and transmission engineering; land use requirements for obtaining permits and rights of way; overhead and underground transmission and distribution construction standards, techniques, methods, equipment, and material; utility policies and practices; California PUC General Orders 95 and 128, and the National Electric Code and EUSERC Standards; personal computers, spreadsheets and databases; and a working knowledge of governing agencies codes, regulations, and safety standards.

### Ability to:

Interact effectively with the public and employees. Learn and comprehend strategies for transmission and distribution facilities in regards to installations, voltage performance, loading of system components, system operating procedures, system protection, system capacity, and energy losses; read and interpret electrical, mechanical and civil engineering drawings related to municipal and private electric systems; operate personal computers and utilize computer-aided design (CAD) software; investigate the impact of additional power requirements on the system and the costs for added construction or its modification to accommodate new requirements; and effectively communicate both orally and in writing.

### Education & Experience:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include an Associate of Arts degree from an accredited college, university, or equivalent with appropriate technical course work. Typical experience would include five years relevant experience in the electrical utility transmission and/or distribution field. Relevant experience in electric utility project or system inspections is highly desirable.

### Special Requirements:

Possession of a valid California drivers' license, or the ability to acquire one within ten days of appointment.

## **APPLICATION AND EXAMINATION PROCESS:**

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**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 by the closing date in order to be considered.

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:** A written exam, oral board interview, and AutoCAD assessment will be administered.

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

777 Cypress Avenue  
Redding, CA 96001  
(530) 225-4065

[personnel@cityofredding.org](mailto:personnel@cityofredding.org)

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Position #301E 853 112019  
ELECTRIC UTILITY DISTRIBUTION PLANNER / SYSTEM  
INSPECTOR I  
CJ