

CITY OF ALAMEDA
invites applications for the position of:



Substation and Meter Supervisor

SALARY: \$67.12 - \$70.48 Hourly
\$139,609.60 - \$146,598.40 Annually

DEPARTMENT: Alameda Municipal Power

OPENING DATE: 01/21/20

CLOSING DATE: 02/14/20 05:00 PM

FLSA STATUS: Non-Exempt

NATURE OF POSITION:

Alameda Municipal Power (AMP) is currently recruiting to fill one vacancy for Substation and Meter Supervisor. This is an exciting **opportunity** to lead a **great crew** making a **significant impact** in the local community. Please note that this position is full time with benefits and employees work a 9/80 schedule with **alternating Fridays off**. 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 130 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 Substation and Meter Supervisor is part of the Engineering and Operations Division and is primarily responsible for directing the work of crews that perform testing, repair, and installation of electrical revenue metering and its component parts, electrical substation and distribution equipment. AMP recently completed the conversion over to Advanced Metering Infrastructure (AMI), which is an exciting team accomplishment and demonstrates our commitment to innovation.

Here are some examples of Substation and Meter Supervisor duties:

- Works with, schedules, coordinates and directs the work of a crew (a crew being two or more workers exclusive of the incumbent), and evaluates crew members in the installation, testing, calibration, troubleshooting, and repair on all types of meters, instruments and associated electrical equipment.
- Consults with, coordinates and monitors the work of contractors working in and around AMP electrical substations and facilities, including examination and evaluation of construction and maintenance work for conformance with established standards; observes work in various stages of progress to ensure compliance.
- Performs acceptance testing and maintenance of transformers and other distribution equipment and records and keeps records of equipment testing and stock. Also keeps track of test results and oil test results and coordinates obsolete equipment for scrap.

- Installs, troubleshoots and maintains circuit breakers, voltage regulators, relays, SCADA equipment and other substation apparatus.
- Reads and interprets blueprints, maps, and drawings.
- Makes special load checks and tests, and performs troubleshooting work on customer premises.
- Prepares and updates maintenance records; and acts as a lead for asset management on vital equipment. Acts as a lead on NERC-related reporting and maintenance tracking and documentation.
- Prepares, updates and provides billing information from the solid state metering database.
- Assists in determining applications of advanced distribution technologies as related to substations and metering.
- Acts as Superintendent, as needed.
- Assists in the supervision, training and evaluation of assigned staff

Qualifications to Apply

Education: Graduation from high school, including or supplemented by courses in advanced electrical theory and mathematics involved in alternating current electrical theory.

Experience: Two (2) years recent experience as an Electrical Maintenance Technician or equivalent in an electric utility involving experience in electrical installations, testing, maintenance and repair.

Please click [here](#) to view the job description for Substation and Meter Supervisor.

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 be in the format of a structured panel interview. **The examination process will be scheduled as we receive qualified applications.**

Highlighted Benefits

- 9/80 schedule – alternating Fridays 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)
- Learn more about our benefits [here](#)

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/Administration/Human-Resources>

Position #2020-7750-01
SUBSTATION AND METER SUPERVISOR
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