



**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:**  
**Construction/Maintenance Supervisor**

*An Equal Opportunity Employer*

**SALARY**

\$75.17 - \$75.17 Hourly    \$6,013.81 - \$6,013.81 Biweekly    \$13,029.92 - \$13,029.92 Monthly    \$156,359.06 - \$156,359.06 Annually

**OPENING DATE:** 03/03/20

**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.**

**All applications and supplemental questions must be completed fully and submitted on an official City of Lodi application form. Applications will be accepted and processed until a sufficient number of qualified applications have been received. This recruitment may close without further notice; interested candidates should apply as soon as possible.**

**DEFINITION**

Under general direction, plans, assigns and directs the daily activities of the Construction/ Maintenance Division of the Transmission/Distribution Systems in the Electric Utility Department. Provides administrative directions and technical assistance and training to division staff and performs related work as required.

This class is distinguished from the Electric Foreman/Forewoman in that the Construction/Maintenance Supervisor is responsible for the daily operations of the Construction/Maintenance division, where the Foreman is responsible for a crew.

Receives general direction from the Electric Utility Superintendent. Supervises the Apparatus Mechanic, Electric Foreman/Forewoman and other subordinate positions.

**EXAMPLES OF DUTIES**

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

Coordinates work assignments with other City departments supervisory staff;

Manages and coordinates the construction and maintenance functions of the Division;

Reviews jobs and job sites prior to crew assignments;

Arranges and plans system outages with customers and other agencies; Coordinates system switching and verifies

switching procedures for system outages;

Coordinates field work with other utilities, developers, customers, contractors and City departments;

Acts as coordinator between the Engineering and Construction/Maintenance Divisions to resolve field construction problems; Inspects job sites prior, during, and after construction for conformance with plans, specifications, rules and regulations; Inspects the distribution and transmission system for deteriorating conditions and implements appropriate corrective action;

Responds to complaints from customers;

Assists in developing training material for work practices, safety and operational procedures; Implements the Division's policies, procedures and practices;

Acts on behalf of the Electric Utility Superintendent in his/her absence; Participates in budget preparation;

Marks the jobs site and contracts Underground Service Alert for the marking of underground utilities; Evaluates and recommends new tools and materials;

Performs related duties as required.

### **TYPICAL QUALIFICATIONS**

#### **Knowledge of:**

Overhead and underground electrical distribution, construction and maintenance;

Methods, materials and tools used in the construction and maintenance of overhead and underground electric distribution, transmission, overhead and streetlighting systems;

Laws, codes and safety rules governing electrical construction and maintenance work including General Orders 95 and 128; National Electric Code and National Electric Safety Code;

Principles of basic electrical and mechanical engineering;

Applicable State and Federal regulations governing safety equipment maintenance and operations; Safe work practices and procedures;

Principles and practices of supervision.

#### **Ability to:**

Plan, organize and supervise the day-to-day activities of the work crews and personnel;

Construct and maintain electrical systems;

Prepare complete and concise reports;

Use and operate personal computer, related software and peripheral equipment.

#### **EDUCATION AND EXPERIENCE:**

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

#### **Education:**

Equivalent to completion of high school.

#### **Experience:**

Attainment of journey level status through apprentice training as an Electric Lineman/Linewoman and three (3) years increasing responsibility in electric distribution systems construction and maintenance, two (2) years of which were in a lead or supervisory capacity, equivalent to that of Electric Foreman/Forewoman.

#### **LICENSES AND CERTIFICATES:**

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles. Prior to permanent appointment, a commercial Driver's License A is required as mandated by the State of California Commercial Vehicle Code.

#### **SUPPLEMENTAL INFORMATION**

Apply online at [www.lodi.gov](http://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.

**TESTING PROCESS:** Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. Eligible lists last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

**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 submittal 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 and 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  
Lodi, CA 95240

EXAM #6550.3.2020

CONSTRUCTION/MAINTENANCE SUPERVISOR

CG

### Construction/Maintenance Supervisor 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. This position requires a minimum of a high school diploma or equivalent. Do you possess and meet this requirement?

Yes  No

- \* 3. This position requires journey level status as an Electric Lineman/Linewoman. Do you understand and meet this requirement?

Yes  No

- \* 4. How many years of increasing responsibility in electric distribution systems construction and maintenance do you possess? **Note:** Experience must be shown in the Work Experience section of the application.

- No relevant experience.  
 Less than 1 year of relevant experience.  
 1-2 years of relevant experience.  
 3-4 years of relevant experience.  
 5 or more years of relevant experience.

- \* 5. This position requires two (2) or more years of lead or supervisory experience, equivalent to that of an Electric Foreman. **Note:** Experience must be shown in the Work Experience section of the application. Do you understand and meet this requirement?

Yes  No

- \* 6. Please describe your experience as it relates to serving in a lead and/or supervisory role over electric line crews. Please include the number of employees you were responsible for overseeing, the name of the employer, and dates employed. **Note:** Experience must be shown in the Work Experience section of the application. If no experience, enter N/A.

\* Required Question