



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:
Senior Electrical Engineering Technician

An Equal Opportunity Employer

SALARY

\$44.86 - \$54.52 Hourly \$3,588.63 - \$4,361.40 Biweekly \$7,775.37 - \$9,449.70 Monthly
\$93,304.38 - \$113,396.40 Annually

OPENING DATE: 03/03/20

CLOSING DATE: Continuous

THE POSITION

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.

The examination process will consist of a competitive evaluation of qualifications based on a review of the Application and the Supplemental Questionnaire; therefore, it is to your advantage to provide as much detailed and relevant work experience as possible, as a resume will not be accepted or reviewed in lieu of the application materials. (Do not state "See Resume" on your application or supplemental questionnaire).

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.

DEFINITION

Under general direction performs technical engineering office and field work involving laying out plans for construction and maintenance of electrical facilities, preparing cost estimates, obtaining easements and rights-of-way and performs related work, as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level position distinguished from that of the next lower position of Electrical Engineering Technician in that it performs the more complex phases of cost estimating and construction planning, such as residential subdivisions and three phase non-residential electric services.

SUPERVISION EXERCISED AND RECEIVED

This position is expected to work independently with limited direct supervision and to provide training and assistance to lower level positions. Receives general supervision from the next higher level classification, such as Senior Power Engineer and/or Electrical Engineer. May coordinate field work with the Electric Utility Superintendent, Construction/Maintenance Supervisor and line crews, as required.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Prepares detailed plans of construction, maintenance or removal of electric utility infrastructure, such as line extensions, underground residential/commercial developments, underground main feeder systems and transformer, capacitor, switching equipment installations or replacement for residential subdivisions and three phase non-residential electric services;

Prepares detailed sketches of the work to be performed including special instructions for installing materials and location of poles, anchors, guys, conduit systems, vaults, service boxes, transformers, etc., using sound judgment when deviation from City of Lodi construction standards may be required;

Determines proper conduit, cable and wire sizes, transformer sizes and configurations for given loads on the distribution system;

Prepares plans for the Electric Utility's distribution system;

Lists material required and determines cost of installing material;

Identifies salvage material from demolition work and coordinates proper treatment/handling of this material;

Compiles data as to the necessity for the proposed work and estimated revenue derived from the project;

Coordinates layout of subdivisions with other utilities;

Obtains easements and rights-of-way, as required;

Determines proper service point locations;

Communicates, in writing, with the contractor and/or developer regarding construction responsibilities and costs;

Designs street lighting systems and prepares construction drawings;

Assists in development of material and construction standards;

Performs field inspection for compliance with Electric Utility construction standards and electric service requirements;

Maintains appropriate records of electric system facilities, including updating CAD/GIS data and drawings to reflect as built condition when work is completed; and

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**Knowledge of:**

Methods, materials and equipment used in construction and maintenance of overhead and underground electric distribution and transmission lines;

Pertinent laws, codes and safety orders (e.g. G.O. 95 and 128);

Principles of electric theory as applied to circuits, wiring systems, and electrical distribution systems;

Principles of cost estimating;

Mathematics commonly used in electrical systems' calculations including algebra, geometry and trigonometry;

Safety practices, clearances and regulations; and

Drafting techniques, tools and instruments, including geographical information systems, computer-aided design, and various forms of related technology.

Ability to:

Plan, design and estimate costs for the Electric Utility's distribution system, including project management;

Inspect customer construction work in progress for conformance with all pertinent regulations;

Maintain accurate records and prepare reports;

Perform mathematical calculations commonly used in electrical estimating;

Work independently on assigned projects and work;

Draw neatly in pencil;

Follow written and oral instructions;

Interpret laws, rules and regulations;

Negotiate easements and right-of-way;

Communicate clearly in writing;

Establish and maintain cooperative working relationship with other employees and the public.

EDUCATION AND EXPERIENCE

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

Experience:

A minimum of five years of relevant design experience in the electric utility distribution field which includes computer-aided design experience.

Education:

Possession of an Associate's Degree or equivalent from an accredited college, university or post-secondary institution with a course of study concentrated in math and science, including computer-aided design.

LICENSES AND CERTIFICATES

Possession of a valid class C driver's license issued from the California Department of Motor Vehicles.

WORKING CONDITIONS

Work is generally performed in an office setting with frequent interruptions, multiple deadlines, and peak workload periods. Position may require working with the public and attendance at night and/or weekend meetings, and driving a motor vehicle. May be exposed to safety hazards including, fumes or odors, dust or gases, chemicals, toxic materials, oil, and a variety of mechanical machinery.

PHYSICAL DEMANDS

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 ladder; 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 working and operating vehicles and/or equipment. On occasion will be required to open and view electrical equipment. Stamina to work additional hours to meet deadlines. May be required to work nights or weekends for emergency work.

*FLSA Status: Non-Exempt

SUPPLEMENTAL INFORMATION

Selection Process: Only the best qualified applicants will be invited to continue in the recruitment process.

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 or TDD: 209/333-6853.

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.

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 #6555.3.2020

SENIOR ELECTRICAL ENGINEERING TECHNICIAN

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Senior Electrical Engineering Technician 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, or are you able to obtain prior to appointment, a Class C California Driver's License issued from the California Department of Motor Vehicles?

Yes No

- * 3. This position requires possession of an Associate's Degree or equivalent from an accredited college, university or post-secondary institution with a course of study concentrated in math and science, including computer-aided design.

Do you understand and meet this requirement?

Yes No

- * 4. This position requires a minimum of five (5) years of relevant design experience in the electric utility distribution field which includes computer-aided design experience. **(If you fail to include this information under the work experience section of your application, you may be disqualified from the process.)**

Do you understand and meet this requirement?

Yes No

- * 5. Please describe your design experience in the electric utility distribution field which includes computer-aided design. If no experience, enter N/A.
- * 6. Please list any computer software, applications or programs that you are proficient in, specifically any computer aided design software. **Note:** Do not state "see resume" in lieu of responding to this question.

If no experience, enter N/A

- * Required Question