



CITY OF PALO ALTO
invites applications for the position of:
Utilities Supervisor

SALARY: \$59.20 - \$88.80 Hourly
\$10,261.33 - \$15,392.00 Monthly
\$123,136.00 - \$184,704.00 Annually

OPENING DATE: 10/08/20

CLOSING DATE: 11/01/20 11:59 PM

DESCRIPTION:



The Department

Palo Alto is the only city in California that offers a full array of utility services to its citizens and businesses. Because of this, the City has a unique opportunity to partner with the Palo Alto community to enjoy the benefits and achievements of reliable, home-grown, and environmentally-focused utilities. Palo Alto has a tradition of over 100 years of successful public utility operations. It is a tradition that continues to provide the Palo Alto community with safe and reliable utilities service, local decision-making over policies, utility rate-making, environmental programs, and customized services.

The Position

The Utilities Supervisory position will oversee daily operations of a Lineperson/Cable Splicer crew in the Electrical Division. Oversight will include supervision of work crews, responding to customer service inquiries and investigate complaints, conduct site inspections, and serve as a committee member on the Apprenticeship Committee. Responsibilities of this position include the ability to develop work plans, determine priorities and evaluate staff performance to determine coaching and training needs.

Ideal Candidate

The ideal candidate will have extensive journey level electric lineperson construction experience and be knowledgeable of industry standards to establish best practices within the work place. The ability to motivate work crews and lead teams is an essential part of this role and an opportunity to stretch your leadership skills. Experience with data bases and previous analytical work will be an important part of this role.

ESSENTIAL DUTIES:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Supervises technical, clerical, and lead staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination and disciplinary recommendations.
2. Supervises activities and participates in the monitoring, operating, servicing, troubleshooting, and maintenance of division equipment to ensure proper operations, which includes: adjusting processes; scheduling maintenance; interpreting raw data; monitoring activities for industrial compliance; ordering supplies and inventory; and/or, performing other related duties.

3. Updates and maintains operating, procedural, and/or maintenance manuals and related files.
4. Reviews and prepares a variety of applications, studies, data sheets and/or reports, which includes: compiling and calculating information and data; checking, recording, and updating records; and/or, preparing other related information. Submits reports to applicable internal departments and staff, as well as external agencies.
5. Participates in facility maintenance, expansion, design, and/or renovation activities and projects.
6. Facilitates and organizes training on applicable safety issues, division procedures, and/or other related topics.
7. Responds to requests for information from the general public, other internal departments, external agencies, the community, employees, and/or other interested parties.
8. Prepares, reviews, processes, and maintains a variety of records, data, and information in support of assigned program and/or project.
9. Monitors compliance with applicable Federal, State, and local laws, ordinances, codes, rules, regulations, policies, and procedures.
10. Participates in/on meetings, committees, and/or other applicable groups in order to receive and convey information.
11. Participates in the preparation and administration of division budget, which may include capital improvement program budgets; monitors and approves expenditures in accordance with applicable policies.
12. May participate in field engineering and quality control activities and layout design on applicable projects.

To review the complete job description, go [here](#)

MINIMUM QUALIFICATIONS:

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge and skills, which would typically be acquired through:

- High School Diploma, or G.E.D., and ten years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements:

Based upon area of assignment, some positions may require:

- Valid California Driver's License;

:

MISSION: The Government of the City of Palo Alto exists to promote and sustain a superior quality of life in Palo Alto. In partnership with the community, our goal is to deliver cost-effective services in a personal, responsive and innovative manner.

Application Deadline: Qualified applicants are encouraged to apply promptly: The City of Palo Alto reserves the right to close any recruitment without notice. Positions without a closing date may close at any time. Other recruitments may be limited to a specific number of applicants. Please read job announcements thoroughly for important information.

Selection Process: Application screening will be part of the selection process. Based on application screening, those candidates with the most relevant qualifications will be invited to an oral interview, which may include a written exam and/or practical exam.

Accommodation: Persons with disabilities who require special accommodations may contact the Human Resources Department at 650 329-2376.

Resumes: are welcome as attachments; however they are not accepted in lieu of a complete City application.

The City of Palo Alto is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender, age, national origin or disability.

To Apply visit our website at www.cityofpaloalto.org

Position #202000145
UTILITIES SUPERVISOR
EG

Utilities Supervisor Supplemental Questionnaire

* 1. Do you have a High School diploma or GED?

☐ Yes ☐ No

* 2. Do you have a minimum of 10 years of electric journey level Lineperson Cable Splicer work experience?

☐ Yes ☐ No

* Required Question