



CITY OF LOMPOC
invites applications for the position of:
Electric Utility Manager

SALARY: \$57.65 - \$69.75 Hourly
\$4,612.05 - \$5,579.86 Biweekly
\$9,992.77 - \$12,089.71 Monthly

OPENING DATE: 01/11/21

CLOSING DATE: Continuous

DEFINITION/SELECTION PROCESS:

THIS RECRUITMENT IS TO ESTABLISH AN ELIGIBILITY LIST FOR A CURRENT BUDGETED FULL-TIME VACANCY. Interested applicants must submit on-line application -- NO paper applications will be accepted.

The City reserves the right to stop accepting applications prior to the posted deadline, if sufficient numbers of qualified applications are received. Therefore, applicants are encouraged to apply as early as possible. The recruitment is officially closed once it has been removed from the City's website.

If you forget your password, have application login problems, or get an error message during the application process, please call the NeoGov helpline at 1-855-524-5627 for assistance.

Under general direction from the Utility Director, the **Electric Utility Manager** is responsible to plan, supervise and direct the activities of the Electric Division; to participate with other agencies in the procurement, scheduling and delivery of electrical power and energy to the City; and to perform related work as required.

The class of Electric Utility Manager is responsible for the construction, operation and maintenance of an electrical transmission and distribution system. This position may represent the City on various boards and commissions dealing with electrical utility issues.

EXAMINATION PROCESS: Based upon screening of the City application, résumé, and responses to supplemental questions, applicants whose qualifications best meet the requirements of the position will be invited to the examination process. This process may include, but is not limited to: written examination, panel interview and/or performance examination, which consists of an evaluation of some of the essential knowledge, skills, abilities, and job related experience listed below. Those candidates who pass the examination process are placed on an eligibility list from which the final selection will be made.

SELECTION PROCESS: As authorized by City policy, applicants being considered for hire in this position are subject to fingerprinting for purposes of investigating criminal history background, as part of the employment screening process. Appointment is subject to successful completion of a pre-employment medical examination (based upon job-related physical standards) by a City designated physician.

Failure in any one part of the examination or selection processes will disqualify a candidate from further consideration.

ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES:

The following duties are typical of this classification. Incumbent may not perform all of the duties and/or may be required to perform specific additional or different duties from those set forth below to address business needs and changing business practices.

Plans and directs the operation and maintenance of electrical transmission and distribution services; studies and projects long and short range power requirements and analyzes rates; participates with other agencies in the procurement, scheduling and delivery of power and energy to the City; prepares and presents staff reports for City Council, boards and commissions; coordinates the work of crews engaged in the operation and maintenance of electrical transmission and distribution lines and substations; directs the maintenance of structures, buildings and all related facilities of the electrical system; directs and oversees the construction of new electrical transmission and distribution lines and installation of new services; oversees the periodic inspection of the electrical system in accordance with rules and regulations of the California GO 95, Construction Codes, National Electrical Code and the departmental operating codes; oversees the maintenance of records of operating activities of the electrical division, pole installation, replacements and relocations, transformer installations, replacements and relocations and substation recording devices; investigates electrical complaints and recommends actions for solution of problems; supervises the installation and maintenance of electric metering equipment and determines applicable rate schedules for commercial and industrial customers; assists with layout, design and materials procurement, including specification preparation on new substations, overhead and underground distribution circuitry and municipal building lighting and electrical systems; reviews applications and eligibility list of applicants for employment and selects and appoints division personnel; coordinates the training of division employees; operates City vehicles; and performs related work as required.

If you are unable to perform the essential functions of the position for which you are applying, either with or without reasonable accommodation, please notify Human Resources at (805) 875-8208.

TYPICAL QUALIFICATIONS:

Include any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is:

License Required: Possession of a valid and appropriate California Driver's License.

Education/Experience: The typical qualifying entrance background is a bachelors degree in electrical engineering and four years of progressively responsible experience in construction, maintenance and operation of overhead and underground power and lighting transmission, distribution lines and equipment, and related facilities, including three years management and supervisory experience.

Knowledge of: Design, operation and engineering problems of electrical distribution systems; electrical engineering theory and principles of electric power transmission and distribution; methods, procedures, tools and equipment used in construction, maintenance and operation of underground and overhead electric power and lighting transmission and distribution lines and related facilities; policies and regulations governing power transmission and distribution in the City; conduct studies of electrical load, supply, costs and related issues and prepare analytical reports, including short and long range recommendations; electrical construction cost analysis; GO 95 and other safety practices and regulations; recordkeeping; math applicable to Electrical Engineering; general principles of supervision and training; and appropriate safety precautions and procedures.

Ability to: Prepare budget estimates; communicate effectively orally and in writing; read blueprints, electrical schematics; charts and graphs; respond effectively to emergency situations; plan, coordinate and oversee the work of experienced electrical personnel; read, write and perform mathematical calculations at the level required for successful job performance; maintain accurate records; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; and establish and maintain effective relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Physical: Strength: Light Work - Lifting, carrying, and/or pushing 25 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/lompocca/default.cfm>

Position #2400121
ELECTRIC UTILITY MANAGER
ED

100 Civic Center Plaza
Lompoc, CA 93438
805-875-8208

HR@ci.lompoc.ca.us

Electric Utility Manager Supplemental Questionnaire

- * 1. The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration. "See Resume" is not an acceptable answer to the questions.
 - Yes, I understand and agree
 - No, I do not agree
- * 2. What is the highest level of degree you possess; SPECIFICALLY in relating to Electrical Engineering?
 - No degree
 - Associate Degree NOT related to Engineering
 - Bachelor's Degree NOT related to Engineering
 - Master's Degree NOT related to Engineering
 - Associate Degree / related to Electrical Engineering
 - Bachelor's Degree / related to Electrical Engineering or related field
 - Master's Degree / related to Electrical Engineering or related field
- * 3. What best describes your level of supervisory experience ?
 - No Experience
 - Unskilled Level (less than 1 year)
 - Trainee Level (1 year to less than 2 years)
 - Semi-skilled Level - Some experience (2 years to less than 3 years)
 - Skilled Level - Highly experienced (3 years to less than 5 years)
 - Advanced Skilled Level - Extensive experience (5+ years)
- * 4. What best describes your level of experience managing a division/department with five (5) or more employees?
 - No Experience
 - Unskilled Level (less than 1 year)
 - Trainee Level (1 year to less than 2 years)
 - Semi-skilled Level - Some experience (2 years to less than 3 years)

- Skilled Level - Highly experienced (3 years to less than 4 years)
 - Advanced Skilled Level - Extensive experience (4+ years)
- * 5. What best describes your level of experience preparing and administering a division or department budget?
- No Experience
 - Unskilled Level (less than 1 year)
 - Trainee Level (1 year to less than 2 years)
 - Semi-skilled Level - Some experience (2 years to less than 3 years)
 - Skilled Level - Highly experienced (3 years to less than 5 years)
 - Advanced Skilled Level - Extensive experience (5+ years)
- * 6. What best describes your level of contract administration experience?
- No Experience
 - Unskilled Level (less than 1 year)
 - Trainee Level (1 year to less than 2 years)
 - Semi-skilled Level - Some experience (2 years to less than 3 years)
 - Skilled Level - Highly experienced (3 years to less than 5 years)
 - Advanced Skilled Level - Extensive experience (5+ years)
- * 7. What best describes your level of experience in project management and maintenance?
- No Experience
 - Unskilled Level (less than 1 year)
 - Trainee Level (1 year to less than 2 years)
 - Semi-Skilled Level - Some experience (2 years to less than 3 years)
 - Skilled Level - Highly experienced (3 years to less than 5 years)
 - Advanced Skilled Level - Extensive experience (5+years)
- * 8. What best describes your level of regulatory management experience?
- No Experience
 - Unskilled Level (less than 1 year)
 - Trainee Level (1 year to less than 2 years)
 - Semi-skilled Level - Some experience (2 years to less than 3 years)
 - Skilled Level - Highly experienced (3 years to less than 4 years)
 - Advanced Skilled Level - Extensive experience (4+ years)
- * 9. What best describes your level of experience experience in construction, maintenance and operation of overhead and underground power and lighting transmission, distribution lines and equipment, and related facilities?
- No Experience
 - Unskilled Level (less than 1 year)
 - Trainee Level (1 year to less than 2 years)
 - Semi-skilled Level - Some experience (2 years to less than 3 years)
 - Skilled Level - Highly experienced (3 years to less than 4 years)
 - Advanced Skilled Level - Extensive experience (4+ years)
- * Required Question