



CITY OF PALO ALTO
invites applications for the position of:
**UTILITIES ENGINEERING
ESTIMATOR**

SALARY: \$51.75 - \$63.51 Hourly
\$8,970.00 - \$11,008.40 Monthly
\$107,640.00 - \$132,100.80 Annually

OPENING DATE: 06/04/21

CLOSING DATE: Continuous

DESCRIPTION:



The Utilities 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 Engineering Estimator position is found in the Electrical Engineering Division of the Utilities Department and offers a career opportunity to provide a positive impact to a local community's infrastructure. Two primary responsibilities of this position are one, to provide estimating functions in preparing plans for Electrical Utility Capital Improvement and customer service projects and secondly, to prepare work orders indicating labor, material and equipment requirements for construction by City personnel for a variety of projects. Additional responsibilities include providing inspection services for construction projects, inter-facing with contractors and consultants to insure in-house and contract work conforms to plans and specifications and provide inter-utility coordination of project planning.

First review of applications will take place on Tuesday, July 5, 2021 so make sure you get your application in as soon as you can.

Ideal Candidate

- Experience in underground and/or overhead line work
- Proficient in AutoCAD
- Proficient in GIS
- Familiar with G.O.95 and G.O.128
- Knowledge of NEC and/or CEC

- Experience in reviewing building plans
- Ability to communicate well
- Experience working with/for a Utility
- Experience using O'Calc

The City offers a range of benefits including a retirement plan so make sure to visit our benefits portal [here](#).

This is a Service Employees International Union (SEIU) position.

ESSENTIAL DUTIES:

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

- Conducts field review of project site to determine project design constraints.
- Prepares plans, specifications, and cost estimates for construction, operation, and maintenance of Electrical facilities.
- Process customer applications for utility services, determines requirements, performs records search; performs design work, prepares work orders, plans, and material list for field construction.
- Prepares detailed and cost estimates of projects to be constructed by City forces or by contractors.
- Orders materials not in stock and estimates delivery dates for engineering proposals.
- Conducts periodic inspections of work in progress to insure compliance with plans and specifications.
- Approves acceptable work at established stages or indicates revisions necessary to meet specification requirements, works with City personnel, builders, and contractors to achieve required corrections.
- Makes progress reports and measures actual against estimated costs, maintains appropriate records of inspections, cost estimates, and other related data.

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

MINIMUM QUALIFICATIONS:

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

- Completion of two years of college level engineering courses in electrical engineering . or
- 3 years or more experience in Electric Utility construction, depending upon assignment.
- Experience in estimating and field inspection.

Special Requirements:

- Possession of a valid California Driver's License

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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 #202100069
UTILITIES ENGINEERING ESTIMATOR
EG

UTILITIES ENGINEERING ESTIMATOR Supplemental Questionnaire

- * 1. How many years of college level electrical engineering do you have?
 - None
 - Between 1 to 2 years
 - Between 2 to 4 years
 - More than 4 years
- * 2. How many years of Electrical Utility construction experience do you have?
 - Less than 3 years
 - More than 3 years but less than 5
 - More than 5 years
- * 3. How many years of estimating and field inspection experience do you have?
 - Less than 2 years
 - More than 2 years but less than 5 years
 - More than 5 years
- * 4. Please describe what industry specific softwares/systems you are familiar with and how you've utilized them in your current or previous role?
- * 5. In a paragraph, please describe your work experience and how it relates to this position.
- * 6. In a paragraph, please describe your experience with overhead or underground line construction.
- * Required Question