

CITY OF ALAMEDA  
invites applications for the position of:



# Substation & Meter Supervisor

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<b>SALARY:</b>	\$69.83 - \$73.33 Hourly \$145,246.40 - \$152,526.40 Annually
<b>DEPARTMENT:</b>	Alameda Municipal Power
<b>OPENING DATE:</b>	07/12/21
<b>CLOSING DATE:</b>	Continuous
<b>FLSA STATUS:</b>	Non-Exempt
<b>NATURE OF POSITION:</b>	

## Substation and Meter Supervisor (9/80 work schedule)

Alameda Municipal Power (AMP) is actively recruiting for a Substation and Meter Supervisor; this recruitment is **OPEN UNTIL FILLED**. **this position works a 9/80 work schedule, which means an early start to the work day and every other Friday is a regular day off.**

This is an **exciting opportunity** to be part of a team making a **significant impact** in the local community. The current salary range is **\$69.83 - \$73.33 per hour** plus an **excellent benefit package**.

### About Alameda Municipal Power

AMP was founded in 1887 and is one of the oldest continuously operating electric utilities west of the Mississippi River. The utility has just over 35,000 customers, comprising approximately 30,000 residential accounts and 5,000 commercial/government accounts. As a community-owned utility, AMP has much to offer its customers including the delivery of 100% clean energy (among the first in the nation to do so); rates that are 20 percent below the neighboring investor-owned utility PG&E; a power reliability record that is among the top in western states; and a portfolio of customer programs offering generous rebates for energy efficiency, electric vehicles, and building electrification.

We've seen a lot of change in 130 years, but through it all there's been one constant: We're as committed today to delivering safe and reliable electricity to the residents and businesses of Alameda as we were in 1887. We'll continue to invest in new and improved ways of doing business to manage costs, improve our service, and improve the environment.

### About the Division/Position

This is a dynamic time for electric utilities and AMP's Engineering & Operations Division plays a key role in shaping the design, construction, and operation of the transmission and distribution system. The Operations Sections include Line, Substations, Metering, and System Control, all working very closely together and interfacing with other areas of the organization to achieve safe and reliable distribution of electricity every day. As part of the team, you will have the opportunity to help AMP in achieving its goals and vision.

We are looking for a colleague who under direction works with, coordinates and directs the work of crew(s) in connection with the installation, modification, testing, calibration, troubleshooting, and repair of electrical meters and their components, electrical substation wiring and equipment, distribution equipment, and performs other related work as required.

## **DISTINGUISHING FEATURES:**

This is an advanced journey level classification in the electrical maintenance technician series. Work in this class is distinguished from that of lower classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties including assigning work and providing lead direction to substation crews. Employees at this level are required to be fully trained in all procedures related to substations.

## **EXAMPLES OF DUTIES:**

### Examples of Duties

Here are some examples of typical job duties:

- Works with, schedules, coordinates and directs the work of a crew (a crew being two or more workers exclusive of the incumbent), and evaluates crew members in the installation, testing, calibration, troubleshooting, and repair on all types of meters, instruments and associated electrical equipment.
- Consults with, coordinates and monitors the work of contractors working in and around AMP electrical substations and facilities, including examination and evaluation of construction and maintenance work for conformance with established standards; observes work in various stages of progress to ensure compliance.
- Performs acceptance testing and maintenance of transformers and other distribution equipment and records and keeps records of equipment testing and stock. Also keeps track of test results and oil test results and coordinates obsolete equipment for scrap.
- Installs, troubleshoots and maintains circuit breakers, voltage regulators, relays, SCADA equipment and other substation apparatus.
- Reads and interprets blueprints, maps, and drawings.
- Makes special load checks and tests, and performs troubleshooting work on customer premises.
- Prepares and updates maintenance records; and acts as a lead for asset management on vital equipment. Acts as a lead on NERC-related reporting and maintenance tracking and documentation.
- Prepares, updates and provides billing information from the solid state metering database.
- Assists in determining applications of advanced distribution technologies as related to substations and metering.
- Acts as Superintendent, Meters and Apparatus as needed.
- Assists in the supervision, training and evaluation of assigned staff.

## **EMPLOYMENT STANDARDS:**

### **Qualifications to Apply**

Education/Experience:

The Substation and Meter Supervisor requires graduation from high school, including or supplemented by courses in advanced electrical theory and mathematics involved in alternating current electrical theory, and two (2) years recent experience as an Electrical Maintenance Technician or equivalent in an electric utility involving experience in electrical installations, testing, maintenance and repair.

#### Knowledge and Abilities

The Substation and Meter Supervisor requires the following types of knowledge and abilities.

**Knowledge of** the principles and practices of journey level work in electrical revenue metering and electrical substation and distribution equipment; principles, methods, materials, tools and equipment used in the installation, testing, removal and maintenance of transformers, regulators, capacitors, switching and fusing equipment, circuit breakers, controls and instrumentation, relays, batteries and chargers, revenue meters and other associated equipment; electrical terminology, mathematics and mechanical theory, and safe work practices and procedures.

**Ability to** effectively plan, organize and direct the activities of a crew; schedule, oversee, monitor, and participate in assigned work; operate electrical test equipment and tools; interpret schematic drawings and computerized data; operate computer equipment; interpret electrical codes and regulations; apply established AMP policies and procedures; work independently; use initiative and judgement seeking guidance for situations where standard procedures may not apply; establish and maintain accurate records; communicate effectively; establish and maintain effective working relationships with employees and the general public.

#### Special Requirement

The Substation and Meter Supervisor must be willing and able to respond to after-hours emergency calls. Physical condition appropriate to perform assigned duties and responsibilities including free from color blindness.

We will also consider an equivalent combination of education and experience that meets the stated qualifications. Please click [here](#) to view the full job description.

#### **SELECTION PROCESS:**

Please submit an **online application** detailing your work experience and attach your **certificate of completion of electric substation maintenance apprenticeship program**.

Applications will be evaluated and candidates whose qualifications are evaluated as "best qualified" will be invited to an examination process. The examination for this recruitment will consist of a questionnaire review and a structured oral interview panel. The questionnaire will be administered via email after the application review process and **the interviews will be scheduled at a mutually convenient time for AMP and the applicants**.

Qualified applicants will be notified of the exact date, time, and location of examinations approximately two weeks in advance. If applicants have not received written notice at least one week prior to the tentative test date listed in the flyer, they should contact the City of Alameda Human Resources Department at (510) 747-4900.

Candidates passing all components of the examination process will be placed on an Eligible List.

A list of names is certified to the department(s) having vacancies based on the type of examination conducted pursuant to the provision of the City's Civil Service Rules. Final selection will be made from the Eligible List by the Department Head subject to approval by the City Manager. The Department Head may utilize additional selection procedures to make a final hiring decision. Placement on an Eligible List does not guarantee employment. Prior to appointment, a thorough reference check will be conducted which may include a credit check and background. The selection process may be evaluated and revised based on the number of qualified applicants. Federal law requires that prior to employment, you must furnish proof of your identity and eligibility for employment in the United States, as required the U.S. Citizenship and Immigration Services.

#### **Highlighted benefits**

- 9/80 work schedule
- Employer-paid medical contribution covers premiums for you and your family.
- Employer-paid dental contribution covers premiums for you and your family.

- Generous pension program (CalPERS retirement)
- Learn more about our benefits [here](#).

**E-VERIFY:** The City of Alameda utilizes the Federal government's E-Verify program and new employees must provide documentation to establish both identity and work authorization, which includes showing a valid United States Social Security card at the time of hire (photocopies not accepted).

**VETERAN'S PREFERENCE CREDIT:** A job applicant qualifies as a veteran if honorably discharged from active military, reservist, or National Guard duty of at least 18 consecutive months within the past five (5) years of the date of application. In case of discharge attributable to service-connected injuries or illnesses, the 18 months active duty requirement need not be fulfilled. An applicant claiming veteran's preference credit must attach to their application, a legible copy of their **DD-214** verifying the type of discharge and date(s) of active service. **NO OTHER DOCUMENTATION WILL BE ACCEPTED.**

#### **AN EQUAL OPPORTUNITY EMPLOYER**

The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department. Hearing Impaired TDD (510) 522-7538.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.alamedaca.gov/Departments/Administration/Human-Resources>

Position #2021-7750-02  
SUBSTATION & METER SUPERVISOR  
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