

CITY OF ALAMEDA
invites applications for the position of:



Electrical Engineering Aide (Drafter)

SALARY:	\$36.97 - \$44.90 Hourly \$76,897.60 - \$93,392.00 Annually
DEPARTMENT:	Alameda Municipal Power
OPENING DATE:	10/17/22
CLOSING DATE:	10/31/22 05:00 PM
FLSA STATUS:	Non-Exempt
NATURE OF POSITION:	

Alameda Municipal Power (AMP) is looking to fill **one (1) full time position** with an **outstanding benefits** package including a **pension plan** and a modern **work-life balance**. Please review the following information closely as classification requirements, desirable qualifications, and eligible benefits vary based on position and bargaining unit.

Compensation Range

\$36.97 - \$38.80 - \$40.74 - \$42.78 - \$44.90 per hour (FLSA Non-exempt)

Benefits of Employment

For a comprehensive listing of benefits, see the Benefit Matrix [here](#).

- **9-day/80 hour biweekly work schedule** (Monday through Thursday)
- **CalPERS Retirement: Classic Members:** 2% at 55 formula, 8.868% contribution; New Members 2% @ 62 formula, 8.25% contribution.
- **Medical:** City-paid medical contribution covers premiums for you and your family. The City contracts with CalPERS to provide comprehensive health coverage to employees. Multiple HMO and PPO plans available
- **Dental:** City-paid dental contribution covers premiums comprehensive coverage for you and your family.
- **Vacation:** Starting with 80 hours annually and increasing with years of service.
- **Holidays:** 10 City Holidays and 5.5 floating Holidays
- **Sick Leave:** 96 hours annually; unused sick leave is converted to service credit at retirement

This is an exciting opportunity to be part of a great team making a significant impact in the local community. Read on to learn more about AMP and this career opportunity.

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% below the neighboring investor-owned PG&E; and a power reliability record that is among the top in western states.

We maintain local control so that we can re-invest in the island and provide value to enrich our lives, businesses, and the community. We've seen a lot of change in over 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 Engineering Section works very closely with the Operations Section (Line, Substations, Metering, and System Control) to achieve safe and reliable distribution of electricity every day. The Engineering Section is responsible for the planning and technical aspects of the electrical transmission and distribution system. They maintain system maps and drawings, perform customer service planning and system design, create material and construction specifications, administer the joint pole program, and perform technical system studies.

We are looking for a colleague with technical knowledge, program and project management skills, information technology skills, attention to detail, excellent communication skills, and an interest in learning new skills to meet the ongoing needs of the highly dynamic energy sector.

DISTINGUISHING FEATURES:

EXAMPLES OF DUTIES:

Here are some examples of typical job duties:

- Prepares drawings for overhead and underground power distribution systems and substation wiring.
- Revises electrical distribution maps and drawings.
- Updates and maintains engineering records from completed work orders.
- Takes field notes for new construction projects.
- Compiles field test data from transformer load and voltage surveys for analysis.
- Assist the Engineering group in evaluating computer programs usage and applications applicable to drafting (CAD tools, GIS tool/applications and other drawing applications/programs)

EMPLOYMENT STANDARDS:

Qualifications to Apply

The City of Alameda requires all new employees to be fully vaccinated against COVID-19 by the start of employment. Possession of the employment standards does not guarantee advancement to the examination or placement on the eligible list. Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education and Experience:

The Electrical Engineering Aide requires completion of two years of college course work in the applied sciences, including courses in drafting, AutoCAD, and computerized data entry utilizing Microsoft Office suite programs or equivalent while conducting day to day business, and experience that would provide knowledge of drafting methods, including AutoCAD.

We will also consider an equivalent combination of education and experience that meets the stated qualifications.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

For the comprehensive description of Employment Standards, click [here](#).

Please submit an **online application** detailing your work experience.

Selection Process

The examination process may include an application and supplemental questionnaire evaluation, a written exam, a performance exam, and/or an oral interview. The examination process may test for, but is not limited to, the essential knowledge and abilities listed in the job specification and announcement and will be designed to provide a comprehensive review of each candidate's technical knowledge and overall suitability for the position.

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.

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

In compliance with local, state and federal laws and regulations, the City of Alameda will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no

later than the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Human Resources Department | 1-510-747-4900 | hr@alamedaca.gov | 2263 Santa Clara Avenue, Rm. 290, Alameda, 94501. Requests can be made via email, phone, or in writing via U.S. mail.

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

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

Position #2022-7270-01
ELECTRICAL ENGINEERING AIDE
(DRAFTER)
CL

2263 Santa Clara Avenue, Rm. 290
Alameda, CA 94501
(510) 747-4900

HR@alamedaca.gov

Electrical Engineering Aide (Drafter) Supplemental Questionnaire

* 1. By selecting "Yes" below, I certify that the information contained in this Supplemental Questionnaire is true, complete, and provides an accurate assessment of my knowledge, skills and abilities as they relate to this position with the City of Alameda. I understand that any misstatements or omissions of material facts may subject me to disqualification or dismissal, and that appropriate tests may be given to verify the accuracy of the information given.

Yes No

* 2. For the following list of job duties, check each box if you have experience with the job duties described.

- Perform design, manual and computer-aided drafting and field measurements for utility engineering projects
- Draw and revise city electrical and lighting maps
- Prepare easement maps
- Review building plans, parcel, and subdivision maps
- Prepare engineering construction drawings with material lists and specifications for use in bidding and construction
- Prepare drawings, illustrations, and specifications for projects from preliminary design to final construction stage
- Conduct on-site field trips to review existing conditions or to check previous installations against as-built drawings
- Maintain electrical/water/gas system mapping records
- Coordinate the recording of utility GIS maps
- Perform topographical surveys as required to obtain field data for the design of construction projects
- I do not have experience in any of the areas described above

* 3. Please list the employers where you gained the experience listed above. These employers should be included in the Employment Experience section of the application.

* Required Question

