



CITY OF PASADENA

Department of Human Resources
100 N. Garfield Ave., Rm S135, P. O. Box 7115
Pasadena, CA 91109-7215
(626) 744-4366

<http://www.cityofpasadena.net/humanresources>

INVITES APPLICATIONS FOR THE POSITION OF: Principal Electrical Engineer (Transmission and Distribution)

An Equal Opportunity Employer

SALARY

\$66.53 - \$83.16 Hourly \$11,531.58 - \$14,414.42 Monthly \$138,379.00 - \$172,973.00
Annually

OPENING DATE: 09/08/22

CLOSING DATE: 10/13/22

THE POSITION

The City of Pasadena Water & Power Department is seeking a highly qualified professional Principal Electrical Engineer to manage the staff and projects assigned to the Transmission and Distribution engineering section of the Power Delivery division.

The Principal Electrical Engineer position is the section management-level class in the electrical engineering class series. Incumbents require registration as a Professional Electrical Engineer and are responsible for managing assigned power system capital improvement design, construction and maintenance projects for the department's power transmission and distribution grid and other power systems and facilities. Incumbents perform and administer the most complex professional engineering work requiring a substantial level of professional training and experience related to power transmission and distribution engineering. Incumbents are also responsible for planning and directing the work of assigned professional, technical and administrative staff. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative in scheduling, assigning and coordinating the work with other units and customers, contractors, consulting engineers and entities.

IDEAL CANDIDATE

The ideal candidate will have the professional and technical expertise to manage capital improvement designs, and construction and maintenance projects for PWP's electrical transmission and distribution system. This person will be an effective communicator and serve as a positive representative of the organization. The incumbent is responsible for planning and directing the work of assigned professional and technical staff, so the ideal candidate will have strong management skills and the ability to guide and encourage others.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. The full job description for the Principal Electrical Engineer position can be found [here](#).

- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving City and departmental

mission, objectives and service standards; applies best practices and quality assurance processes to assigned areas of responsibility; enforces the maintenance of safe working conditions and ensures safe work practices are followed by staff; provides leadership to ensure a fair and open work environment in accordance with the City's commitment to equal employment opportunity.

- Plans, manages and evaluates Transmission and Distribution Engineering Section (including electrical and civil engineering staff); participates in development and management of the power system capital improvement program including development of economical, prioritized design projects to address system upgrades and improvements, major system maintenance requirements and new regulatory compliance requirements; oversees development of complex engineering design and construction packages; determines the technical and economic feasibility of projects; directs the development of engineering designs, plans, specifications and estimates for capital improvement projects; manages project cost estimates and budgets.
- Perform Transmission and Distribution planning activities and studies; utilizes electrical system planning tools to evaluate distribution and transmission system conditions and recommends improvement plans; conducts long range planning studies; analyzes electrical outages and recommends mitigating actions to improve system reliability.
- Ensures that all work practices and documentations are in compliance with industry and safety standards such as North American Electric Reliability Corporation (NERC) and Western Electricity Coordinating Council (WECC) reliability standards, California Public Utilities Commission (CPUC) General Orders 95, 128, and 165, and California Occupational Safety and Health Administration (Cal/OSHA).
- Directs the preparation of Requests for Proposal for design and/or construction projects, including overseeing bid evaluations, selection of successful bidders and preparation of City Council agenda reports, presentations, and other materials for approval; makes presentations to the City Council; negotiates or oversees the negotiation of contracts and contract terms; reviews and approves contract documents; oversees administration of contracts including review of change orders and amendments to consulting and construction agreements; prepares or reviews regular project status reports to department management; conducts field inspections to ensure worksite safety and conformance with specifications and City standards; participate in resolving questions/issues regarding the project from construction inspectors and field staff during construction phase; ensures accurate and up-to-date documentation of as-built facilities and systems in various databases; oversees up-to-date documentation of power delivery records for devices and their interconnections.
- Manages the City's Utility Undergrounding program.
- Directs the preparation of complex engineering designs including, but not limited to, electrical and civil engineering designs required for maintenance, operation, and expansion of the City's electrical transmission and distribution system.
- Monitors, investigates, analyzes and responds to or oversees response to power delivery system issues and equipment malfunctions or failures on an on-going basis; directs preparation of power outage analysis reports.
- Assists other departments, agencies and the public with various engineering issues/concerns; proposes changes to construction standards and requirements; responds to data requests and audits by state and federal regulatory agencies.
- Plans, assigns, schedules, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve unit objectives; plans and recommends engineering project budgets; approves expenditures in accordance with City procedures and monitors performance against project budgets; participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards; prepares and maintains a variety of records and reports.
- Interviews and participates in selecting new engineering staff; supervises and evaluates assigned staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition when warranted; with management concurrence, implements the progressive discipline process to address performance deficiencies, in accordance with City human resources policies and labor contract agreements.

- For large-scale customer projects, meets with Utility Service Planners and customers/contractors to ensure that customer requirements for new and upgraded electrical services are met in a timely, efficient and cost effective manner; proposes conceptual designs and solutions to complex problems; oversees coordination between PWP crews and customers/contractors.
- Trains subordinates in a wide variety of tasks.
- Prepares a variety of correspondence and reports on technical engineering issues; may identify and investigate grant opportunities and write complex grant applications

QUALIFICATION GUIDELINES

COMPETENCIES

The following list represents the core competencies needed for success in this position.

Professional & Technical Expertise - Applying technical subject matter to the job

Leadership - Guiding and encouraging others to accomplish a common goal

Managing Performance - Ensuring superior individual and group performance

Organizational Systems Thinking - Comprehending the organization as a system of integrated and interdependent functions

Project Management - Ensuring that projects are on-time, on-budget, and achieve their objectives

Attention to Detail - Focusing on the details of work content, work steps, and final work products

Oral Communication - Engaging effectively in dialogue

Professional Impact - Presenting self as a positive representative of the organization

MINIMUM QUALIFICATIONS

EDUCATION, TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with a major in electrical engineering or a related engineering discipline, and at least eight years of progressively responsible electrical engineering experience, at least three years of which were at the level of the City's Electrical Engineer class; or an equivalent combination of training and experience.

Progressively responsible transmission and distribution engineering experience highly preferred.

SELECTION PROCESS

Applicants who appear best qualified based on their application submitted will be invited to any combination of written, performance or oral appraisal to further evaluate their job-related experience, education, knowledge, skills and abilities. Probationary work test period is one year.

VACANCIES

There is currently one vacancy in the Power Delivery division of the Water and Power Department.

The resulting eligibility list from this recruitment may be used to fill this vacancy and similar vacancies in the future

SPECIAL REQUIREMENTS

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

A certificate of registration as a Professional Electrical Engineer issued by the California State Licensing Board.

Professional Electrical Engineer certificate from another state, or Canada, that can be reciprocated within six months is also acceptable.

As of September 3, 2021, anyone hired with the City of Pasadena must be fully vaccinated for COVID-19 before starting work. The City encourages applicants to get a free vaccination at a place of their [choice](#) or at [walk-in clinics](#) in Pasadena. A candidate's vaccination status will be reviewed as part of the post-offer pre-employment physical examination. Exemptions to the mandatory vaccination policy may be available for a medical, disability, or sincerely held religious belief.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.cityofpasadena.net/humanresources>

EXAM #23-057
JA

Principal Electrical Engineer (Transmission and Distribution) Supplemental Questionnaire

- * 1. Do you possess a Bachelors degree from an accredited four-year college or university with a major in electrical engineering or a related engineering discipline AND at least eight years of progressively responsible electrical engineering experience, at least three years of which were at the level of the City's Electrical Engineer class?
 Yes
 No
- * 2. Do you possess a certificate of registration as a Professional Electrical Engineer issued by the California State Licensing Board?
 Yes
 No
- * 3. Do you possess a Professional Electrical Engineer certificate from another state, or Canada?
 Yes
 No
- * 4. Please briefly describe your experience supervising engineering staff. Your answer should include the duration and number of people supervised.
- * 5. Please describe your experience designing electrical distribution and transmission systems.
- * 6. Please describe your experience with undergrounding electrical distribution systems.
- * 7. PWP has an ongoing 4kV to 17kV voltage conversion program. Please describe your experience with distribution voltage conversion projects.
- * 8. Please describe a project you were involved in procuring major equipment. Your answer should include your specific role in project, equipment specified, and procurement results.

* Required Question

Important Information

EQUAL EMPLOYMENT OPPORTUNITY: The policy of the City shall be to provide equal opportunity to all persons and to prevent unlawful denial of opportunity to any individual because of race, gender, religious creed, sexual orientation, color, marital status, national origin, parental status, ancestry, disability (including AIDS), medical condition (cancer), or age.

APPLICATIONS: A completed official City application and any required supplemental material must be submitted and date stamped by the Human Resources Department by the deadline stated on the job announcement. A separate and complete application must be filed for each position.

EXAMINATION PROCESS: If three or less qualified applications are received, any further examination process may be waived, and the applicants may be referred to the appointing authority for appointment consideration.

SALARIES: All stated salaries are based on present information, subject to change. Appointments are generally made at the minimum salary. All salaries are subject to statutory payroll deductions. Federal law requires that all new employees contribute 1.45% of their monthly salary to the MEDICARE system.

DIRECT DEPOSIT: All City employees will be required to sign up for electronic deposit for their payroll check and will only have access to their payroll information electronically.

PHYSICAL REQUIREMENTS AND SPECIAL CONDITIONS: Applicants must be free from conditions which would preclude satisfactory performance of the essential functions of the job for which applied. Subsequent to a job offer, the City of Pasadena requires a pre-employment physical and drug test consistent with current State and Federal law. Candidates will be examined by a City physician, at City expense, before appointment is approved. Candidates are cautioned not to resign or give notice to present employers until they qualify on the medical examination. The City of Pasadena conforms with State and Federal obligations to make reasonable accommodation for applicants and workers with disabilities. The Human Resources Department asks that it be advised of special needs prior to the filing deadline.

Pasadena residency is a factor in making an employment offer, provided all other qualifications are equal amongst other candidates.

Many positions involve frequent travel to various sites and locations to fulfill job responsibilities and may require a valid California Drivers License or other alternative transportation arrangements made by the incumbent. Verification of a valid license is required via a DMV printout prior to appointment, and a safe driving record.

AGENCY SHOP REQUIREMENTS

Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee as a condition of employment. Positions in the PACTE/LIUNA, Local 777, bargaining unit are required to enroll in and contribute to the LIUNA pension fund. Contact PACTE/LIUNA, Local 777, for more information.

SLIDING CLASSIFICATIONS AND UNDERFILLING POSITIONS: Some classifications are designated as sliding classifications wherein an incumbent may be reclassified to the next budgeted higher level within the job series when qualified and upon demonstrated ability to perform the higher level job duties. Some positions may be filled at a lower classification level than what is budgeted, and the incumbent may be reclassified up to the budgeted classification when qualified and upon demonstrated ability to perform the higher level job duties.

BENEFITS for most Regular Full Time Employees (Benefits vary for part-time and temporary employees):

Ten days annual vacation for first 5 years of employment; 12 paid holidays per year; paid sick leave, medical and dental plans, and basic and supplemental life insurance; membership in the California Public Employees' Retirement System, credit union, deferred compensation program.

VETERAN'S PREFERENCE POINTS: For Open Recruitments, three additional points will be added to the passing score of Veterans who are honorably discharged with one year of active military duty. The DD214 form or other proof must be submitted at time of application.

PRIDESHARE II PROGRAM: All City employees are required to register in the City employee rideshare program. Solo drivers pay a monthly Clean Air/Parking Fee of \$35.

CIVIL DEFENSE: In accordance with State law, all City of Pasadena employees are disaster service workers and may be required to report for duty, or remain on duty, in the event of a disaster.

NOTE: The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.

JOB LINE: The City operates a 24-hour Job Line number, (626) 744-4600, which lists current job opportunities.

HUMAN RESOURCES WEBSITE: www.cityofpasadena.net/humanresources

CITY OF PASADENA'S WEBSITE: www.cityofpasadena.net

HUMAN RESOURCES TELEPHONE: (626) 744-4366