



City of Santa Clara Electrical Estimator

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| SALARY | \$62.61 - \$79.67 Hourly \$10,851.85 - \$13,808.68 Monthly \$130,222.20 - \$165,704.16 Annually | LOCATION | Santa Clara, CA |
| JOB TYPE | Full-Time | JOB NUMBER | 53-23-437 |
| DEPARTMENT | Electric Utility | OPENING DATE | 06/26/2023 |
| CLOSING DATE | 7/21/2023 4:00 PM Pacific | | |

Description

THIS RECRUITMENT MAY BE USED TO FILL MULTIPLE POSITIONS IN THIS, OR OTHER DIVISIONS OR DEPARTMENTS BESIDES THE POSITIONS LISTED BELOW. IF YOU ARE INTERESTED IN EMPLOYMENT IN THIS CLASSIFICATION, YOU SHOULD APPLY TO ENSURE YOU ARE CONSIDERED FOR ADDITIONAL OPPORTUNITIES THAT MAY UTILIZE THE APPLICANTS FROM THIS RECRUITMENT. MEETING THE MINIMUM QUALIFICATIONS DOES NOT GUARANTEE ADMITTANCE INTO THE EXAMINATION PROCESS. ONLY THE MOST QUALIFIED CANDIDATES WHO DEMONSTRATE THE BEST COMBINATION OF QUALIFICATIONS IN RELATION TO THE REQUIREMENTS AND DUTIES OF THE POSITION WILL BE INVITED TO TEST OR INTERVIEW.

The Position:

City of Santa Clara has been experiencing influx of new development projects and there are more exciting specific area plan developments, data centers and mixed use residential projects in the Pipeline. The Customer Development and Project Management Division of Silicon Valley Power is looking for enthusiastic individuals for the position of Electrical Estimator.

Under Supervision, this position will provide plans and specification of electric utility distribution facilities, overhead and underground main feeder systems, transformers, capacitors, switches, street lighting and prepares job estimates indicating labor, material and equipment requirements required for construction by City personnel to serve major projects or customer or maintain existing utility system. This position will coordinate internally to meet the project deadlines including equipment reservations, switchboard approval, customer invoicing etc., and work with customer and contractors to resolve issues in design and construction, and coordinate with different City departments or agencies as necessary.

The Department:

Silicon Valley Power (SVP) currently provides over 40 percent of Santa Clara's electricity from carbon-free renewable resources. In addition to using green energy from large-scale wind, solar, geothermal and hydroelectric projects outside of the area, SVP employs innovative ways to locally produce electricity by capturing and burning methane gas from a closed city landfill and using power from solar generating systems on city-owned garages and vacant, unusable land. It is the mission of SVP to be a progressive, service-oriented utility, offering reliable, competitively priced services for the benefit of Santa Clara and its customers. Being competitive in the marketplace with a continuous focus on customer service, SVP can provide economic value to the City of Santa Clara and its customers while maintaining low residential rates and offering competitive rates for all customers.

Typical Duties

Duties may include, but are not limited to the following:

Under supervision:

- Prepares plans and specifications of electric utility distribution plant construction, maintenance or removal, such as underground residential/commercial developments, overhead and underground main feeder systems and transformer, capacitor, switching equipment installations or replacement
- Designs street lighting systems and prepares construction drawings
- Prepares sketches of work to be performed, including instructions for installation of materials and location of poles, anchors, guys, conduit systems, vaults, service boxes, transformers, etc.
- Determines proper cable and wire sizes, transformer sizes and combinations for given loads on the distribution system
- Prepares cost, time, and material estimates for the construction, repair, rearrangement, and maintenance of overhead and underground utility facilities including distribution, street lighting, and metering, in accordance with the Public Utilities Commission (PUC) General Orders and City construction standards
- Conducts field surveys of project sites to determine the location of electric and other facilities and the impact of proposed changes
- Determines easement requirements and initiates easement requests
- Reviews and comments on building and public improvement plans
- Works with developers, consultants, contractors, property owners, and other utilities on proposed additions and changes to the City's electric utility system
- Communicates in writing with developers, consultants, contractors, property owners, and other utilities regarding construction responsibilities and costs
- Provides customer information to the utility billing division
- Responds to questions and concerns from the public regarding the electric utility's activities/system and provides information related to methods and standards
- Maintains appropriate records of electric system facilities
- Prepares routine correspondence
- Performs other related duties as assigned

Minimum Qualifications

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from an accredited college or university with an Associate's degree or higher in engineering or a related field, including satisfactory completion of college level courses in writing, mathematics, engineering, AutoCAD, GIS and
- One (1) year experience in operating Computer Aided Drafting and Design (CADD) programs

Possible Substitutions:

Experience as an estimator, engineering aide (electric), engineering aide (fiber), engineering assistant, or engineering technician in a public or private electric utility may be substituted for the required college coursework on a year for year basis, thirty (30) semester units being equivalent to one year of experience

Desirable Qualifications:

One (1) year experience with construction of or documenting construction of electric utility facilities or one (1) year of experience with ESRI-based GIS applications

LICENSE

Possession of an appropriate, valid California Class C driver's license is required at time of appointment and for the duration of employment.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test. Candidates must attain a passing score on each phase of the examination process to qualify for the Eligible List. A department interview will be required prior to appointment.

Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of Santa Clara will not sponsor, represent, or sign documents related to visa applications/transfers for H1B or any other type of visa which requires an employer application.

VETERAN'S PREFERENCE POINTS: This position qualifies for Veteran's Preference Points. Applicants who have separated from service (Active Duty Status) must submit proof of honorable discharge (Form DD214) with their application at time of filing or will be ineligible to have points added to their final score.

Knowledge, Skills, and Abilities

Knowledge of:

- Methods, materials and equipment used in construction and maintenance of overhead and underground electric distribution facilities
- Pertinent laws, rules, regulations, codes and safety orders
- Theory and principles of electricity as applied to circuits and wiring systems
- Environmental and safety practices, procedures and standards
- Principles of cost estimating
- Mathematics commonly used in electrical estimating including algebra, geometry and trigonometry
- Computer Aided Design and Drafting tools (e.g., AutoCAD) and techniques

Ability to:

- Interpret pertinent laws, rules, regulations, codes and safety orders
- Demonstrate proficient computer skills
- Plan and lay out installation of new electrical facilities
- Prepare electrical plans and specifications, and make accurate estimates of time, costs, and quantities for construction, installation, and maintenance of electric distribution facilities
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Make mathematical calculations commonly used in electrical estimating
- Make field observations and transfer the information to design drawings
- Prepare drawings utilizing computer aided drafting tools

- Negotiate easements and right-of-way
- Work cooperatively with those contacted in the course of work, including the general public and City employees
- Work in a team-based environment to achieve common goals
- Communicate clearly and effectively, both orally and in writing
- Understand and carry out oral and written instructions
- Read, interpret, and work from plans, diagrams, and sketches
- Prepare routine correspondence
- Maintain accurate records, files, and reports
- Perform work indoors and outdoors throughout the year
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties
- Lift 175 pounds, with assistance, once or twice a week

Additional Information:

You must answer all job-specific questions in order to be considered for this vacancy or your application will be deemed incomplete and withheld from further consideration. Applications must be filled out completely (i.e. do not write “see resume or personnel file.”) To receive consideration for the screening process, candidates must submit a **1) Cover Letter and, 2) Resume**. Incomplete applications will not be accepted. Application packets may be submitted online through the “Apply Now” feature on the job announcement at www.santaclaraca.gov. Applications must be submitted by the filing deadline of **Friday, July 21, 2023 at 4:00 PM.**

The City of Santa Clara is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. The City of Santa Clara is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at (408) 615-2080 or HumanResources@santaclaraca.gov.

Agency

City of Santa Clara

Address

1500 Warburton Ave.

Santa Clara, California, 95050

Phone

408-615-2080

Website

<http://www.santaclaraca.gov>

Electrical Estimator Supplemental Questionnaire

***QUESTION 1**

Please select the option that best describe how you meet the minimum education qualifications:

- Graduation from an accredited college or university with an Associate's degree or higher in engineering or a related field (including satisfactory completion of college level courses in writing, mathematics, engineering, AutoCAD, and GIS).
- I do not meet the minimum education qualifications at this time.

***QUESTION 2**

Please explain how many years of experience you have as an Estimator, Engineering Aide (electric), Engineering Aide (fiber), Engineering Assistant, or Engineering Technician in a public or private electric utility. If this doesn't apply to you, write: N/A.

***QUESTION 3**

I possess at least one (1) year experience in operating Computer Aided Drafting and Design (CADD) programs.

- Yes
 No

***QUESTION 4**

I possess at least one (1) year experience with construction of or documenting construction of electric utility facilities or one (1) year of experience with ESRI-based GIS applications.

- Yes
 No

***QUESTION 5**

I understand that possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.

- Yes
 No

***QUESTION 6**

This position requires you to be able to lift up to 175 pounds with assistance. Are you able to perform this task with or without reasonable accommodation?

* Required Question