



City of Santa Clara
Assistant Electric Utility Engineer

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| SALARY | \$62.27 - \$79.42 Hourly \$10,793.27 - \$13,765.71 Monthly \$129,519.24 - \$165,188.52 Annually | LOCATION | Santa Clara, CA |
| JOB TYPE | Full-Time | JOB NUMBER | 38-23-230 |
| DEPARTMENT | Electric Utility | OPENING DATE | 08/15/2023 |
| CLOSING DATE | 9/15/2023 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 Department

Silicon Valley Power 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 Silicon Valley Power 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.

The Position

Silicon Valley Power is seeking a highly engaged and motivated individual for the position of Assistant Electric Utility Engineer. Successful candidate will work in SVP's power distribution system under the direction of experienced electric distribution planning engineers. This position will be part of the team to perform and maintain the electric distribution system model, identify, and implement projects that are necessary to support load growth, planning customer projects and improve reliability of the distribution system. This position will also be involved in development plan checks including third party overhead pole contact program.

This recruitment may be used to fill multiple positions in this, or other divisions or departments. 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.

Typical Duties

Duties include, but are not limited to the following:

Under direct supervision:

- Assists in conducting studies and analysis of engineering projects or problems, including transmission, generation or distribution activities, utility maintenance programs, communications, and controls engineering and other related projects
- Supports the preparation of plans, specifications, schedules, and cost estimates for electrical substation, generation station and other utility projects
- Compiles engineering data and makes calculations
- Performs calculations and prepares estimates of time and material costs
- Uses AutoCAD and GIS in the preparation of maps, drawings, plans, easements and right-of-way documents, and other related matters
- Tabulates field data, designs routine utility engineering projects and structures
- Researches project design requirements
- Prepares contracts, agreements, technical specifications, reports, minutes and other documents
- May participate in the City's staff committees on review of projects
- May assist with the department's annual and five-year capital improvement budgets and the operating budget
- May assist in the operation/design of utility communication and control systems
- Coordinates engineering activities with other City departments and other public agencies
- Manages and maintains the Department's record documents
- May prepare and coordinate project construction standard documents
- Performs other related duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE

Minimum Qualifications:

Graduation from an accredited college or university with:

- A Bachelor's Degree in Electrical, Mechanical or Civil Engineering from a college or university that is accredited by the Accreditation Board of Engineering and Technology (ABET)

OR

- Possession of a State of California Engineer-In-Training (E.I.T.) Certificate and at least 1 year of experience in electrical or mechanical engineering office and/or field work, and
- Experience using AutoCAD and Microsoft Office (i.e., Microsoft Word, Excel, PowerPoint, Mathlab)

Desirable Qualifications:

- Registration as an Electrical, Mechanical or Civil Engineer in the State of California
- Experience using ESRI based Geographic Information System (GIS)

LICENSE

Possession of a 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

- May be required to work shifts, weekends, and odd and unusual hours in the performance of duties and emergency situations

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 the time of filing. Please upload your DD214 along with your resume and cover letter.

Knowledge, Skills, and Abilities

Knowledge of:

- Basic principles, practices, methods and techniques of utility engineering
- Basic power system operation
- Basic project cost estimating scheduling and plan preparation
- Basic drafting, and modeling techniques and technology
- Computer applications (e.g., Microsoft Office Suite, project management software, scheduling tools, computer-aided drafting and design CAD, Mathlab)
- Environmental and safety practices, procedures and standards

Ability to:

- Learn Federal, State and local laws, codes, ordinances, regulations, and policies pertaining to public works projects and power infrastructure operation
- Learn approved construction and field safety standards, practices, and procedures related to public works projects
- Perform routine utility engineering design work
- Read and interpret plans and specifications
- Learn to read, interpret and apply laws, codes, ordinances, regulations, and policies governing public works projects and power system infrastructure operation
- Maintain records, logs and databases
- Learn to prepare engineering and administrative staff reports
- Learn to perform quantity take-off work from construction plans
- Learn to compile and analyze data, prepare reports and make recommendations
- Make accurate mathematical calculations and engineering computations and drawings
- Effectively communicate, both orally and in writing
- Write clear, concise reports, using correct composition, English grammar and spelling
- Comprehend, carry out and issue oral and written technical instructions
- Analyze facts and exercise independent judgment on routine issues
- Understand and use administrative and engineering computer applications and software (e.g. Microsoft Word, Excel, PowerPoint, Mathlab and Auto CAD)
- Use drafting and survey instruments and other engineering aides
- Operate personal computer, plotter, and other standard office equipment
- Interact, establish and maintain effective working relationships with those contacted in the course of work including the public, other agencies and coworkers
- Work in a team based environment to resolve problems, achieve common goals, and successfully deliver projects
- Effectively handle multiple priorities, organize workload and meet deadlines
- Assist in training of para-professional engineering staff
- Make sound decisions in a manner consistent with the essential job functions
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties

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 **September 15 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>

Assistant Electric Utility Engineer Supplemental Questionnaire

*QUESTION 1

Please select the option that best demonstrates your level of experience:

- Bachelor's Degree in Electrical, Mechanical or Civil Engineering from a college or university that is accredited by the Accreditation Board of Engineering and Technology (ABET)
- Possession of a State of California Engineer-In-Training (E.I.T.) Certificate, 1 (ONE) year of experience in the electrical or mechanical engineering office and/or field work, AND experience using AutoCAD and Microsoft Office (i.e., Microsoft Word, Excel, PowerPoint, Mathlab)
- I do not meet the minimum qualifications

*QUESTION 2

If you do not possess a bachelor's degree, what is your expected graduation date and in what field? (Type N/A if not applicable).

*QUESTION 3

Do you possess a valid California Class C driver's license?

- Yes
- No

*QUESTION 4

Please describe your work experience, education, internships, major university projects or research involvement, and training related to the design, engineering, and technical support in the area of electrical/power utility engineering. Tell us why you feel this makes you the right candidate for this position.

*QUESTION 5

What qualities do you believe you have that will best ensure your success as an Assistant Electric Utility Engineer working with multiple internal and external customers, and why?

***QUESTION 6**

What computer programs have you used, and how would you evaluate your skills?

* Required Question