



**Open
Exam:**
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Date
Opened:
4/7/2011

ELECTRIC OPERATIONS MANAGER (Roseville Electric)

SALARY RANGE: \$ 8,652 - \$ 11,594 per month (26 pay periods annually)

FINAL FILING DATE: Accepting the first 50 qualified applications or closing at 5:00 pm on Thursday, April 28, 2011, whichever occurs first.

TENTATIVE TEST DATE: Oral Interview: Wednesday, May 18, 2011

PLEASE NOTE: It is mandatory that you complete the supplemental questionnaire. Your application will be rejected if you do not provide all necessary information. All notification for this position will be done through email.

THE POSITION

The Human Resources Department is accepting applications for the position of **Electric Operations Manager** for Roseville Electric. The normal work schedule will be Monday through Friday, 8:00 a.m. to 5:00 p.m. A flexible schedule may be available.

DEFINITION

To plan, organize, direct, and coordinate the activities of electric distribution operations within the Electric Utility Department including construction, maintenance, and metering; to coordinate operation activities with other sections, divisions, departments or outside agencies and utilities; and to provide highly responsible technical support to the Assistant Electric Utility Director, Distribution.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Electric Utility Director, Distribution. Exercises direct supervision over assigned supervisory, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Develop and implement divisional goals, objectives, policies and procedures.
- Plan, organize and direct Electric Operations activities including construction, maintenance, troubleshooting and metering.
- Direct, oversee and participate in the development of the Electric Operations work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Prepare the Electric Operations budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Review project plans and drawings with supervisors and other staff as appropriate; recommend changes based on field observations and operational requirements; provide technical advice and assistance on difficult work problems.
- Research and develop specifications for electric construction equipment, vehicles, and supplies; develop specifications for electrical construction work to be contracted out.

- Confer and/or meet with City engineering staff, other City divisions and departments, outside agencies, utility customers, and contractors regarding projects.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of electrical theory as applied to electrical circuits and wiring systems.
- Methods, equipment, tools and materials used in electrical underground or overhead construction, maintenance, or repair work.
- Pertinent local, State, Federal rules, regulations and laws.
- Modern office procedures, methods and computer equipment.
- Principles and practices of research analysis and management.
- Principles and practices of budget development, implementation, and monitoring.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of work safety.

Ability to:

- Organize, implement and direct distribution operations operations/activities.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

Five years of increasingly responsible experience in electrical systems construction, maintenance and repair work; including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in electronics, electric engineering, computer science or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

SELECTION PROCESS

Applications and supplemental responses will be reviewed and those candidates most closely meeting the needs of the position will be invited to an oral interview exam (weighted 100%). Final appointment is contingent upon a check of past employment references, passing a City-paid pre-employment medical exam and a drug and alcohol screening test and fingerprint check.

ELECTRIC OPERATIONS MANAGER SUPPLEMENTAL QUESTIONNAIRE

The following questions are designed to help you present your qualifications for this position. Your responses to these questions will be used to determine whether you are among the most qualified of the applicants and should continue in the selection process. It is your responsibility to ensure that you clearly state your qualifications and experience in this questionnaire, as it is used as a part of the basis for screening applications.

Responses should be complete, concise and specific. Clarity and completeness of answers are factors that will be considered in the evaluation process. Address each question separately; using additional pages as necessary, however, try to limit your responses to no more than one page per question. Be sure to indicate your name on supplemental pages. When describing your experience, please confine your remarks to work that you personally performed.

Please note that you must submit both a completed City application and a supplemental application in order to be considered further in the selection process. Although a resume may be submitted, it will not be accepted as a substitute for any of the required application documents.

1. Explain your familiarity with Reliability Centered Maintenance and Time-based Maintenance, explain which you prefer and why.
2. Describe your project management experience and skills. Give an example of a project you have managed from start to finish.
3. Describe your familiarity with Enterprise asset management, inventory tracking and other utility software applications.
4. Legislative and Regulatory compliance requirements are an important part of this job. Describe your familiarity with NERC/WECC reliability standards, California General Orders, Hazardous Materials and OSHA standards and requirements.