



CITY OF ANAHEIM
invites applications for the position of:

Electric Operations Manager

SALARY: \$61.17 - \$84.11 Hourly
\$127,233.00 - \$174,945.00 Annually

OPENING DATE: 01/24/17

CLOSING DATE: Continuous

DESCRIPTION:



ANAHEIM OWNED. ANAHEIM FOCUSED.

As Orange County's only publicly-owned water and electric utility, Anaheim Public Utilities has provided its residents and businesses with low rates and reliable service for more than 100 years.

The City of Anaheim Public Utilities Department seeks a talented and knowledgeable manager to direct, manage, supervise, and coordinate the activities and operations of the Electric Operations and Field Services (EOFS) Division within the Public Utilities Department. This person will coordinate assigned activities with other divisions, departments, and outside agencies; and provide highly responsible and complex administrative support to the Utilities Assistant General Manager – Electric Services. **This position will oversee the Utilities Warehouse, Substation, Inspection and Meter Shop sections.**

Anaheim Public Utilities is a municipal owned electric utility delivering essential electricity to the 345,000 residents and 15,000+ businesses that call Anaheim home – including multi-million dollar tourism, sports, and manufacturing customers. Anaheim's electric system covers approximately 50 square miles of service area and has grown to support a customer base that uses 2.4 billion kilowatt-hours a year, with more than 584,000 kW annual peak demand. In addition, the municipal water utility provides reliable, high quality water at competitive rates, while ensuring an adequate supply of water is always available to our customers.

The Anaheim Public Utilities mission is to add value to the community through a customer-focused approach to providing reliable, high-quality water and power at competitive rates. In keeping with the City of Anaheim's core values of vision,

responsibility, pride and service, Anaheim Public Utilities has developed the following department goals:

- Enhance and maintain our competitive and financial position
- Enhance community esthetics
- Enhance service delivery, service options and service quality
- Ensure balanced, diverse and cost-effective resource supply
- Strengthen system infrastructure.

ESSENTIAL FUNCTIONS:

- Assume management responsibility for assigned services and activities of the Electric Operations and Field Services (EOFS) Division, including system operations, electric line construction and maintenance, substation and automation, utility inspection, metering, and warehouse inventory and procurement.
- Monitor and evaluate the safety, efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate work practices that improve safety, processes, and customer satisfaction.
- Plan, direct, coordinate, and review the work plan for EOFS staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; administer discipline and termination procedures.
- Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Manage the operation and train personnel in the construction, maintenance and testing of electrical substations. Ensure compliance with federal, state and local regulations regarding electric facilities.
- Ensure compliance with financial and procurement procedures, accounts and controls performed by the EOFS Division warehouse and contracts personnel.
- Manage and implement the procedures for reporting customer damage to utility facilities and equipment; and procedures for collection of payments. Coordinate with other departments to process and provide supporting documentation regarding customer claims.
- Develop and implement the utility system operating plans and procedures; ensure EOFS personnel are in compliance with safe operating procedures; coordinate and direct the utility's response to emergencies; set priorities and commitment of available resources.
- Establish methods and procedures for monitoring, control, and reporting for electric system reliability, physical security, and hazardous material handling; ensure compliance with federal, state and local regulations regarding electric utilities. Prepare reports and conduct presentations on electric system performance.

- Develop contingency plans for anticipated electric system operations emergencies; participate in City and Department disaster preparedness plan development and maintenance.
- Manage the operation and train personnel in the utilization of Supervisory Control and Data Acquisition (SCADA), Outage Management systems (OMS), related electric operations computer systems, telecommunication and radio systems; coordinate with other divisions to ensure proper maintenance and operation of the systems.
- Serve as the liaison for the EOFS Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
- Provide responsible staff assistance to the Utilities Assistant General Manager – Electric Services; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to electric operations programs, policies, and procedures as appropriate.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of electric utilities systems operations; incorporate new developments as appropriate.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.

QUALIFICATIONS:

- Six years of increasingly responsible electric systems operation experience including two years of administrative and supervisory responsibility supplemented by a Bachelor's degree from an accredited college or university with major course work in engineering, public administration or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.
- Knowledge of operational characteristics, services, and activities of a public electric utility; principles and practices of electric utility systems operations; program development and administration; transmission and distribution programs, policies, and operational needs; and systems operations theory.
- Knowledge of principles and practices and their application to a wide variety of utility operations; communication and control systems including SCADA systems and their application; outage management systems (OMS) and their applications; contract administration; office procedures, methods; and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Knowledge of principles and practices of municipal budget preparation and administration; principles of supervision, training, and performance evaluation; pertinent federal, state, and local laws, codes, and regulations, including North American Electric Reliability Corporation (NERC), Western Electricity Coordinating Council (WECC), and California Independent System Operator (CA ISO) operating rules, regulations and practices.
- Ability to oversee and participate in the management of a comprehensive public electric utility operations program; oversee, direct, and coordinate the work of lower level staff; select, supervise, train, and evaluate staff; participate in the development and administration of division goals, objectives, and procedures.
- Ability to prepare and administer large program budgets; prepare clear and

concise administrative and financial reports; recommend and implement goals, objectives, and practices for providing effective, safe and efficient electric utilities operations; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods and techniques.

- Ability to interpret and apply federal, state, and local policies, laws, and regulations; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work; and operate office equipment including computers and supporting word processing, spreadsheet and database applications.

SUPPLEMENTAL INFORMATION:

License/Certification Required: Possession of an appropriate, valid driver's license.

This position will open on a continuous basis with a first review date of **Friday, February 24, 2017.** **Candidates are encouraged to apply by this date to assure consideration.**

Candidates must be specific and complete in describing their qualifications for this position. Failure to state all pertinent information may lead to elimination from consideration.

The successful candidate will be required to undergo a reference/background check (to include a conviction record), pass a post offer pre-employment medical examination, which will include a drug/alcohol screening.

The City of Anaheim uses E-Verify and new employees must provide documentation to establish both work authorization and identity.

Communication regarding your application and/or status will be sent to the email address listed on your application. Please check your email regularly throughout the recruitment process as you will not receive communication through U.S. mail.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #2017-00012
http://www.anaheim.net/jobs						ELECTRIC OPERATIONS MANAGER
201	S.	Anaheim	Blvd.,	Suite	501	EC
Anaheim,			CA		92805	
714-765-5111						

employment@anaheim.net

Electric Operations Manager Supplemental Questionnaire

- * 1. Do you have a minimum of 6 years of experience working for an electric utility

in the areas of electric engineering or electric system operations for voltage classes of 12 KV or above?

Yes No

- * 2. Do you have a minimum of 2 years supervisory responsibility in these areas?
 Yes No
- * 3. If yes, please explain where, with whom, and the types of personnel you supervised, if no write "N/A":
- * 4. Do you have experience supervising union represented journey level electrical workers?
 Yes No
- * 5. If yes, state the agency and union you worked with, the number of employees and types of classifications represented, if no write "N/A":
- * 6. Have you participated in the development of safety regulations and procedures pertaining to electric utility operations?
 Yes No
- * 7. If yes please explain, if no write "n/a".
- * 8. Do you have experience managing capital improvement projects for utility transmission, distribution and/or substation equipment at 12 KV or above?
 Yes No
- * 9. If yes, describe the capital budget you have been responsible for, and the types of equipment and associated voltage classes, if no write "n/a".
- * 10. Do you have knowledge of compliance and/or reliability reporting to regulatory agencies regarding electric systems performance, protection and procedures?
 Yes No
- * 11. Have you developed and managed a complex multi-business unit operating budget?
 Yes No
- * 12. If yes please elaborate, if no write "n/a".
- * 13. Do you have experience evaluating, setting, or testing relay protection schemes for high voltage circuit breakers?
 Yes No
- * 14. If yes, please describe, if no write "n/a":
- * 15. Do you have experience operating electric utility transmission and/or distribution grid management software systems?
 Yes No

- * 16. If yes please explain the system, if no write "n/a".
- * 17. Do you have experience with procurement procedures, warehousing inventory and contracts management?
 Yes No
- * 18. If yes, please describe, if no write "n/a":
- * Required Question