



City of Arts & Innovation

CITY OF RIVERSIDE
invites applications for the position of:

UTILITIES ELECTRIC SUPERINTENDENT

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SALARY: \$4,308.46 - \$5,500.15 Biweekly
\$112,020.00 - \$143,004.00 Annually

OPENING DATE: 10/26/17

CLOSING DATE: 11/26/17 11:59 PM

THE POSITION:



The City of Riverside is accepting applications for the position of **Utilities Electric Superintendent** to fill one (1) current vacancy in the **Electric Operations Division** of the **Public Utilities Department**. The eligibility list established may be used to fill the current and/or upcoming vacancies within this classification for up to six (6) months.

The Utilities Electric Superintendent will be responsible for directing and assigning the appropriate number of crews, material and manpower to achieve operations goals of the Substation Electricians in the Electric Operations Division. This group is primarily tasked with Substation equipment maintenance and Substation Construction. The system consists of fifteen Distribution Substations and sixty-eight Power transformers supported by 69 kV Sub-Transmission system and equipment. This group also provides electrical emergency response to the substation equipment and the Utilities Electric Superintendent ensures the Electric Operations Division successfully meet the commitment to provide the best available service at the best possible rates to our customers.

Additionally, under general direction, the Superintendent will plan, coordinate, supervise, and review underground and/or overhead electrical transmission and distribution system construction and maintenance, or substation construction, maintenance and operation; provide technical staff assistance; and do related work as required.

WORK PERFORMED:

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

- Assist in the development and implementation of goals, objectives, policies, and priorities.
- Plan, schedule, assign, supervise, and coordinate the work of crews and employees in the construction, maintenance, and repair of underground and overhead electrical systems.
- Plan, organize, schedule, assign, supervise and coordinate substation operations and the installation, construction, testing, maintenance, and repair of electrical substation equipment.
- Participate in conferences with engineers, other utilities, contractors, consultants and City staff regarding projects and project problems; review project plans and drawings with crew supervisors, making change recommendations based on field observation and operation problems; inspect field projects in progress and upon completion; provide technical advice and assistance on difficult work problems; evaluate work methods and procedures used in field operations, recommending improvements.
- Participate in the safety program and coordinate the training of apprentices.
- Maintain project and general operating records and prepare reports as required.
- Assist in budget preparation and administration.
- Select, supervise, train, and evaluate subordinates.
- Participate in committee activities as directed.

QUALIFICATIONS:

Recruitment Guidelines:

Education: Equivalent to the completion of the twelfth grade, preferably supplemented by advanced course work in technical fields applicable to electrical field operations.

Experience: Three years of supervisory experience in electrical overhead and underground construction, maintenance and repair.

Necessary Special Requirements:

- Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License.
- May require possession of or the ability to obtain an appropriate valid California Commercial Motor Vehicle Operator's License based on the operational need and the duties assigned.

Highly Desired Qualifications:

- Experience managing substation crews.
- Experience working for a municipal or utility agency.
- Experience scheduling and estimating electrical substation construction, maintenance and repair.

SELECTION PROCESS:**IMPORTANT INFORMATION ON SCHEDULING ASSESSMENTS:**

If you are selected to move forward in the assessment process, you may be required to self-schedule your appointment. You will be notified via email of your status and provided with self-scheduling instructions. Please check your email regularly following the closing date of this recruitment.

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. Those who successfully complete the selection process will be placed on the eligibility list for this classification.

It is the responsibility of candidates with a disability requiring accommodation in the assessment process to contact the Human Resources Department in writing to request such accommodation prior to the closing date of this recruitment.

Appointment may be subject to the successful completion of a pre-employment background investigation, medical/physical examination, drug and alcohol test.

NOTE: The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards. Candidates may reapply when there is a posting to establish an eligibility list.

All applicants will be notified via e-mail or telephone of their application status and the assessment dates/times/locations after the closing date of this announcement.

THE PROVISIONS OF THIS JOB ANNOUNCEMENT DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.

**CITY OF RIVERSIDE, AS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER,
ENCOURAGES APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY.**



APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.riversideca.gov>

Position #17-4720-02
UTILITIES ELECTRIC SUPERINTENDENT
JB

3900 Main Street
Riverside, CA 92522
951-826-5808

cityjobs@riversideca.gov

UTILITIES ELECTRIC SUPERINTENDENT Supplemental Questionnaire

- * 1. **Instructions:** The information on the application and your responses to the following supplemental questions will be used to determine whether you meet the minimum and/or highly desirable qualifications for the position in which you are applying. Detailed responses must be provided for each question in order to ensure qualifications are properly considered.
*(*Do not refer to a resume in lieu of completing the supplemental questions).
Employers listed on this questionnaire must also be listed and fully detailed in the work experience section of your application.*
 - I understand.
- * 2. Please indicate the highest level of education you have completed.
 - Less than High School Diploma or GED
 - High School Diploma or GED
 - Some college coursework completed
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - PhD
- * 3. Please indicate the amount of full time **SUPERVISORY** experience you possess in electrical overhead and underground construction, maintenance and repair.
 - Less than 1 year
 - 1 year or greater/Less than 2 years
 - 2 years or greater/Less than 3 years
 - 3 years or greater/Less than 4 years
 - 4 years or greater/Less than 5 years
 - 5 years or more
- * 4. Please indicate the number of employees you have supervised in electrical overhead and

underground construction, maintenance and repair.

- Less than 5
- 5 - 9
- 10 - 19
- 20 - 29
- 30+

- * 5. Please indicate the following regarding your experience listed above, or relevant work experience:
Employer:
Job Title:
Years of Experience:
Examples of Duties:
- * 6. Please indicate the type of valid California Motor Vehicle Operator's license you possess.
- None
 - Class A
 - Class B
 - Class C
 - Out of State
 - Out of State Commercial
- * 7. Please indicate the amount of experience you possess working for a municipal agency?
- Less than 1 year
 - 1 year or greater/Less than 2 years
 - 2 years or greater/Less than 3 years
 - 3 years or greater/Less than 4 years
 - 4 years or greater/Less than 5 years
 - 5 years or more
- * 8. Please indicate the amount of experience you possess working for a utility agency?
- Less than 1 year
 - 1 year or greater/Less than 2 years
 - 2 years or greater/Less than 3 years
 - 3 years or greater/Less than 4 years
- * 9. Do you possess experience scheduling and estimating electrical substation construction, maintenance and repair?
- Yes No
- * 10. Please indicate the following regarding your experience listed above in questions 8 - 11. If you do not possess experience in questions 8 - 11 above, please indicate N/A:
Employer:
Job Title:
Years of Experience:
Examples of Duties:
- * 11. This position may require possession of, or the ability to obtain, a valid California Commercial Motor Vehicle Operator's license based upon the operational need and the duties assigned. Do you have the ability to meet this requirement?
- Yes, I have the ability to meet this requirement.
 - I already have a valid California Commercial Motor Vehicle Operator's License.
 - No, I do not have the ability to meet this requirement
- * 12. The following questions are asked in accordance with the Federal Motor Carrier Safety Administration (FMCSA) CFR 391.21. Were you subject to controlled substance and/or alcohol testing with any of your previous employers?
- Yes
 - No
13. If yes, please list which of your current or former employers participated in the Federal Motor Carrier Regulations?
- * 14. Have you ever tested positive or refused to test when asked to undergo a drug and/or alcohol test as required by Federal regulations with any of your past employers?
- Yes
 - No
15. If YES, did you successfully complete the Department of Transportation (DOT) return to duty requirements?
- * 16. Have you ever tested positive or refused to test on any pre-employment drug and/or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two (2) years?

- Yes
- No

- * 17. Provide a list of all motor vehicle accidents in which you have been involved during the past three (3) years preceding this application. Specify the date and nature of each accident and any fatalities or personal injuries it caused.

- * 18. Provide a list of all violations of motor vehicle laws or ordinances (other than violations involving only parking) for which you have been convicted or forfeited bond or collateral within the three (3) years preceding this application.

- * 19. What is the nature and extent of your experience in the operation of motor vehicles, including the type of equipment that you have operated?

- * 20. Have you ever had a driver's license or permit denied, revoked, or suspended?
 - Yes
 - No
- 21. If yes, please explain the facts and circumstances.

- * 22. **Certification:** I understand that I **cannot** update my application once it has been submitted. Therefore, I have fully completed **ALL** sections, provided **full descriptions of my duties and responsibilities** for each employer, and have fully answered **ALL** questions on the Supplemental Questionnaire. (**Do not refer to a resume or other documentation, as it will not be reviewed.**) *Employers noted on the Supplemental Questionnaire must also be included and fully detailed on the Application.*
 - I understand.
- * Required Question