

CITY OF ALAMEDA
invites applications for the position of:



Assistant General Manager - Engineering & Operations

SALARY: \$79.07 - \$96.11 Hourly
\$148,026.00 - \$179,926.00 Annually

DEPARTMENT: Alameda Municipal Power

OPENING DATE: 11/02/17

FLSA STATUS: Exempt

NATURE OF POSITION:

Current salary range is \$148,026-179,926 annually with a 3% cost of living adjustment on January 8, 2018 increasing the salary range to \$152,466-\$185,323, plus an excellent benefit package including a 4-day, 36 hour work week schedule.

This recruitment is open until filled, and the first review of applications on December 4, 2017

The position is based in Alameda Municipal Power, a department of the City of Alameda. Alameda Municipal Power is responsible for the stewardship of the City's electric utility infrastructure and environment that contributes to Alameda's livability and sustainability. Under general direction, provides leadership and management to plan, coordinate and direct all operational activities of Alameda Municipal Power including engineering, system operations, line and electrical equipment; performs other related work as required.

About Alameda Municipal Power

130 Years of Providing Public Power to Alameda

In 1887, the City of Alameda paid \$20,000 for the installation of 13 streetlights and a 90-kW generating station to power them. And with that, the oldest public electric utility west of the Mississippi was created.

Today, the City of Alameda is still in the power business and still a trendsetter. Now known as Alameda Municipal Power (AMP), we have survived over a century and a quarter of utility mergers that created utility behemoths in other places.

AMP has provided safe, reliable power at lower rates without sacrificing service to power our community. We maintain local control so that we can re-invest in the island and provide value to enrich our lives, businesses and the community. In fact, since 1887, AMP has contributed more than \$75 million to the City of Alameda's General Fund.

We've seen a lot of change in 130 years, but through it all there's been one constant: We're as committed today to delivering safe and reliable electricity to the residents and businesses of Alameda as we were in 1887. We'll continue to invest in new and improved ways of doing business to manage costs, improve our service, and improve the environment.

EXAMPLES OF DUTIES:

1. Supervises, trains, and evaluates assigned staff; participates in the selection of staff, develops and monitors employee training; develops and monitors employee performance benchmarks; performs ongoing employee observation to ensure quality assurance and employee excellence; works with employees to correct deficiencies.
2. Directs assigned activities including but not limited to engineering, planning and designing, line operation and maintenance, and electrical equipment operation and maintenance; insures compliance with all Federal, State, and local laws regulations and court decisions.
3. Directs the work of consultants, administers services or other agreements for services and/or supplies.
4. Responsible for division budget preparation.
5. Reviews and evaluates technological advances and develops strategy for implementing changes benefitting the organization.
6. Prepares or supervises preparation of routine and special reports to document activities, operation and performance of organization and recommends action by the Public Utilities Board or other authority.
7. Assists in developing and implementing policies of the Public Utilities Board; updates policies to be consistent with federal, local, and state regulations.
8. Develops, schedules and monitors methods to accomplish division goals; ensures work is completed in a timely and efficient manner.
9. Ensures that engineering and operations planning results in the provision of adequate, reliable, safe and efficient optimum service; evaluates engineering, operations and maintenance work for timely completion, adequacy of records and maps, and conformance with technical and environmental/regulatory requirements.
10. Develops and evaluates operational customer service related activities to incorporate best business practices; recommends improvements and modifications.
11. Operates and maintains facilities in compliance with Cal-OSHA safety standards, WECC distribution utility and load-serving utility standards, applicable General Orders of the State of California and other local, state, and federal rules, regulations and statutes.
12. Resolves customer complaints and problems.
13. Assists in short and long-range planning efforts and goals regarding business processes, procedures and improvements.
14. Identifies and analyzes operational problems, conducts studies, strategically evaluates alternatives and implements effective solutions for a wide variety of issues.
15. Coordinates activities with other divisions, City departments, consultants, contractors and outside agencies.
16. Responsible for emergency preparedness and oversight of of emergency restoration efforts.
17. Performs related duties as required.

EMPLOYMENT STANDARDS:**EMPLOYMENT STANDARDS**

Possession of the employment standards does not assure advancement to the Examination or placement on the Eligible List. This is a competitive examination where a candidate's performance in the Examination will be judged in comparison with the core competencies required of the job. To be considered, applicants should possess the combination of education and experience necessary to provide the required knowledge and abilities for the position. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with major course work in electrical engineering or equivalent. A related masters' degree is desirable.

Experience: Seven years of progressively responsible professional experience with electric utility transmission, substation and distribution systems, at least three of which shall have been in a supervisory capacity.

Knowledge of electric utility operating procedures and practices; electric power engineering and electric utility construction maintenance and operating principles including generation, transmission and

distribution, application of diverse technologies; WECC distribution utility and load serving utility certification requirements; CPUC General Order requirements; principles and methods of public administration; effective methods, principles and practices of supervision and employee evaluation; effective customer service/relations principles and practices; applicable court cases, federal, state and local laws and regulations related to work; project planning and administration; residential, commercial and industrial business needs; business mathematics; correct English usage including spelling, punctuation, and grammar; personal computers including hardware and software applications related to the work; effective methods of communication, both oral and written; effective conflict resolution techniques; applicable technical information and aspects of the electric utility industry; principles and procedures of record keeping; principles and practices of budgeting financial record keeping and reporting; principles, practices and techniques of project management including contract administration and compliance; effective methods of policy development and implementation; research and statistical techniques and methodology; problem resolution methods and practices related to business process analysis.

Ability to effectively plan, coordinate and manage engineering and operations activities; plan, administer and evaluate work programs and schedules; interpret and apply complex governmental regulation; conduct analytical studies and formulate recommendations; draft and review procedures and agreements; communicate effectively both orally and in writing; provide effective supervision and train and evaluate assigned staff; prepare and develop cost estimates and budget figures; maintain accurate and up-to-date records; perform business and statistical calculations; establish and maintain cooperative working relationships with those contacted in the course of the work; apply applicable federal, state and local laws and regulations; establish goals and objectives and meet timelines; establish work priorities and communicate strategic direction to staff; operate a personal computer with associated hardware and software as required in the work; create and present a variety of reports and documents in the appropriate format; function as an effective team member demonstrating leadership and cooperation; review and analyze business operations and processes and make recommendations of effective process change; perform related duties as required.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

SELECTION PROCESS

The examination process may include an application and supplemental questionnaire evaluation, a written exam, a performance exam, and/or an oral interview. The examination process may test for, but is not limited to, the essential knowledge and abilities listed in the job specification and announcement and will be designed to provide a comprehensive review of each candidate's technical knowledge and overall suitability for the position. Qualified applicants will be notified of the exact date, time, and location of examinations approximately two weeks in advance. If applicants have not received written notice at least one week prior to the tentative test week listed, they should contact the City of Alameda Human Resources Department at (510) 747-4900.

Candidates passing all components of the examination process will be placed on an Eligible List. A list of names is certified to the department(s) having vacancies based on the type of examination conducted pursuant to the provision of the City's Civil Service Rules. Final selection will be made from the Eligible List by the Department Head subject to approval by the City Manager. The Department Head may utilize additional selection procedures to make a final hiring decision. Placement on an Eligible List does not guarantee employment. Tie scores will be broken by giving priority to the candidate with the highest rating on the most heavily weighted portion of the exam or if weighted 100% on any given portion, based on the earliest application date and time. Prior to appointment, a thorough reference check will be conducted which may include a credit check and background. The selection process may be evaluated and revised based on the number of qualified applicants. Federal law requires that prior to employment, you must furnish proof of your identity and eligibility for employment in the United States, as required the U.S. Department of Justice.

VETERAN'S PREFERENCE CREDIT

A job applicant qualifies as a veteran if honorably discharged from active military, reservist, or National Guard duty of at least 18 consecutive months within the past five (5) years of the date of application. In case of discharge attributable to service-connected injuries or illnesses, the 18 months active duty requirement need not be fulfilled. An applicant claiming veteran's preference credit must attach to their

application, a legible copy of their **DD-214** verifying the type of discharge and date(s) of active service. NO OTHER DOCUMENTATION WILL BE ACCEPTED.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department. Hearing Impaired TDD (510) 522-7538.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://alamedaca.gov/human-resources>

2263 Santa Clara Avenue, Rm. 290
Alameda, CA 94501
(510) 747-4900

HR@alamedaca.gov

Position #2017-7060-01 (02)
ASSISTANT GENERAL MANAGER - ENGINEERING &
OPERATIONS
CL

Assistant General Manager - Engineering & Operations Supplemental Questionnaire

- * 1. By selecting YES below, you certify your understanding that the supplemental questionnaire which follows is intended for you to identify your qualifications and experience in specific job related areas. It is critical that you fill out the supplemental questionnaire completely and accurately. Do not indicate "See Resume". Any experience or education listed in your responses must also be included in the Education and Work Experience sections of the job application. Your responses to the following questions will be evaluated and used to determine whether your application is given further consideration. A resume and/or any attachments will not be considered in determining your qualifications.
 Yes No

- * 2. Describe your Electric Transmission & Distribution system knowledge and experience in the following areas NERC Reliability Standards, Underground Conversion Process, Vegetation Management, Preventive Maintenance, etc..

- * 3. Describe the benefits you achieved in Utility Planning, including 5-Year Capital Improvement Program Planning, Operating Plans and multi-week Job Scheduling.

- * 4. Describe a specific experience as it relates to meeting program milestones and goals while working with other managers or employees, both internal and external to your work group and with customer groups. Include in your response specific improvements to business processes that you have undertaken

- * 5. By selecting Yes below, I certify that the information contained in this Supplemental Questionnaire is true, complete, and provides an accurate assessment of my knowledge, skills and abilities as they relate to this position with the City of Alameda. I understand that any misstatements or omissions of material facts may subject me to disqualification or dismissal, and that appropriate tests may be given to verify the accuracy of the information given.

Yes No

* Required Question