



CITY OF GLENDALE

Human Resources Department
613 E. Broadway, Room 100
Glendale, CA 91206
<http://www.glendaleca.gov>

INVITES APPLICATIONS FOR THE POSITION OF:

Chief Assistant General Manager/Electric Services

An Equal Opportunity Employer

SALARY:

\$11,992.25 - \$17,443.75 Monthly

OPENING DATE: 12/18/17

CLOSING DATE: (May Close at Any Time – Apply Immediately) **Apply online at: www.glendaleca.gov**

FLSA STATUS: Exempt

EXAMINATION TYPE: Open Examination

PROBATIONARY PERIOD: One year

PERS/PARS CONTRIBUTION: The applicable retirement contribution (PERS/PARS) is deducted from the listed salary/wage for employee's retirement benefits.

THE POSITION

***** Apply online at: glendaleca.gov *****

Under general direction of the General Manager of Glendale Water and Power, this upper management position is responsible for planning, directing and controlling the long-range and short-term electrical services system planning and electrical services management activities; electrical services operations and maintenance; financial management and analysis; and ongoing operations analysis and improvement.

Essential functions of the job include, but are not limited to, the following:

Directs electrical engineering staff in the preparation of engineering designs, specifications, and reports involving the engineering functions related to the electric system, including directing staff in the Section's project management activities.

Ensures that all Sectional activities are carried out safely and reliably, in accordance with City and Department goals and policies.

Prepares periodic reports to evaluate the Department's performance in meeting strategic and performance goals in safety, reliability, finance and regulatory compliance.

Directs the Electrical Superintendent relative to the construction, maintenance and operation of the Electrical System.

Directs analysis of electrical system for proposed improvements and for expansion. Directs the preparation of estimates and work orders for electrical system improvements and construction.

Reviews operating statistics, rate ordinances and construction costs. Prepares reports, evaluates cost analyses and estimates required in the operation of the Electrical System. Evaluates economic efficiency studies of the Electrical System.

Directs efficient handling of land and right-of-way engineering, property management, permit review and processing, environmental impact studies and Federal grant administration.

Prepares and monitors Electrical Section budget and makes recommendations for construction, operation and maintenance.

Prepares written reports and correspondence, and recommends procedural changes to improve efficient operation of the sections.

Analyzes operations and recommends improvements to increase staff utilization, control costs, simplify work methods and better plan and monitor organizational performance.

Maintains liaison with other departments in connection with the Electrical System's operation. Represents the electrical utility in meetings with other City departments, outside agencies, the Glendale Water and Power Commission, and the City Council. Confers with the public and representatives of other agencies relating to Electrical System matters. Works closely with the Southern California Public Power Authority.

Participates in industry related committees regarding safety and reliability regulatory compliance, and other committees as necessary.

Participates in cost of service analyses, identification of funding sources, community outreach programs and other related customer-service activities.

Hires employees and implements training programs to meet the requirements of each functional area of

responsibility and developing employees for succession.

Reviews and maintains current knowledge of Federal, State and County laws, and City ordinances relevant to the operation of the Electrical System.

May perform the duties of General Manager in his/her absence.

Reviews and evaluates employees' job performance, and effectively recommends personnel action. Plans, directs, and delegates work of subordinate employees.

Ensures Department services are provided with exceptional customer service and the highest level of ethical standards.

Drives on City business.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS

Knowledge, Skills & Abilities

Knowledge of:

Applicable Federal, State and Local laws, ordinances, codes, standards and regulations related to, safety, reliability, construction and inspection.

Applicable safety rules, practices and procedures.

Engineering principles as they relate to the design, construction, operation, and planning of the Electrical section.

Familiarity with advance technologies in renewable energy and storage systems.

Laws, codes, and court decisions affecting the operation of an Electric Engineering and operations.

Principles of contract management and the preparation of request for proposals.

Principles of organization, supervision, management and staff development.

Project management, planning, cost estimating and budgeting.

State, Regional and Federal regulations pertaining to reliability compliance and mandatory environmental requirements.

The operation of a municipal electric utility system.

Knowledge of and skill in:

Exceptional customer service practices.

Skill in:

Determining the best course of action in a given situation, while remaining patient and professional when leading others toward conclusion, and being open to alternatives.

Effectively composing and preparing reports, memoranda, letters, and e-mails that are professional, easy to follow.

Leading teams toward Departmental goals and objectives.

Making effective presentations to the public.

Making independent judgments and decisions based on standard policy or procedure.

Managing complex projects.

Managing multiple priorities successfully.

Microsoft Excel spreadsheets to compile, calculate, and analyze information.

Negotiating contracts.

Ability to:

Communicate effectively with all levels of employees and the public, including co-workers, managers, executives, council members, commissioners, and outside agencies.

Demonstrate management and leadership and problem solving skills and the ability to motivate employees in a team environment.

Develop necessary skills from on-the-job training and meet the standards of performance for the classification by the end of the probationary period

Effectively communicate in English, both orally and in writing.

Effectively manage subordinates.

Establish and maintain smooth working relationships and effectively resolve interpersonal conflicts.

Exercise good judgement and discretion in complex problem situations.

Foster a teamwork environment.

Lead, coach, instruct and motivate employees.

Model and practice the highest standard of ethical conduct.

Organize, assign and schedule workload among employees.

Provide clear work instruction.

Provide exceptional customer service to those using Glendale Water and Power.

Read and interpret plans and specifications.

Review and evaluate employees' job performance and effectively recommend and initiate personnel action.

Other Characteristics

Willingness to:

Assume responsibility for maintaining a safe working environment.

Plan, initiate, recommend and carry out personnel actions.

Work necessary hours and times to accomplish goals, objectives and required tasks.

Experience

Ten years of recent progressively responsible professional experience in Electrical Engineering, including

five years in a managerial capacity in an electrical utility with at least one year at an Assistant General Manager level or higher.

Education/Training

Bachelor's Degree in Electrical, Mechanical or Civil Engineering. A Master's Degree in a related field is desirable.

License(s)/Certification(s)

Valid California Class C driver's license.

Registration as a Professional Electrical Engineer with the State of California.

Note

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

There is no acceptable equivalent for registration as a Professional Electrical Engineer with the State of California.

SELECTION PROCESS

The examination will consist of an evaluation and an oral, with the evaluation as a qualifying step and the oral 100%. All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the oral examination. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. The selected candidate will be subject to a background investigation including LiveScan fingerprinting. TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED. The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.