



## EMPLOYMENT OPPORTUNITY WITH CITY OF VERNON

4305 Santa Fe Avenue, Vernon, California 90058  
(323) 583-8811

### ASSOCIATE ELECTRICAL ENGINEER

MONTHLY SALARY: \$7,888 - \$9,588  
PLUS EXCELLENT BENEFITS PACKAGE  
EMPLOYEE PAYS 8% (Classic) or 5.75% (New) CONTRIBUTION TO CalPERS  
Classic CalPERS members 2.7% at 55 - New CalPERS members 2% at 62  
FINAL FILING DATE: **Sunday, April 1, 2018**

**THIS RECRUITMENT IS TO FILL ONE FULL-TIME VACANCY FOR THE PUBLIC UTILITIES DEPARTMENT IN THE ENGINEERING DIVISION AND TO ESTABLISH AN ELIGIBILITY LIST TO BE USED FOR FUTURE VACANCIES.**

**SUMMARY:** Under basic supervision, performs routine electrical engineering work in support of the City's electrical engineering division and maintenance and new construction projects.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following but not limited to representative duties, knowledge, and skills listed below. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job flyer does not constitute an employment agreement and is subject to change at any time by the employer.*

- Conducts and reports on the results of a variety of electrical studies including load flow, short circuit analysis and Arc flash studies using ETAP software.
- Analyzes and updates protection, substation, and distribution systems; analyzes and generates fault/outage report; conducts protection studies, analyzes results, and recommends changes for improved reliability and safety; issues work orders.
- Prepares project progress reports for management.
- Prepares specifications for engineering packages/projects for purchase of a variety of materials and equipment including high voltage circuit breakers, transformers, and metering equipment.
- Creates, issues, and/or modifies Relay SEL-Settings.
- Reviews switching programs and updates the City's circuit maps.
- Reviews project work orders and updates inventory maps
- Builds and updates the City's GIS database for asset management.
- Tracks and reviews inventory inspection to comply with GO 95, 128 and 165.
- Prepares meeting notes and topics for contractor meetings.
- Participates in City's energy delivery services Projects; designs, develops, and updates work procedures, construction standards, rules and regulations.
- Performs JPA related work tasks including pole replacements, generating all JPA forms, finalizing, invoicing and authorization for attachment for power and communications.
- Attends and participates in other meetings as assigned.

#### MINIMUM QUALIFICATIONS:

**Education, Training and Experience Guidelines:** Bachelor's Degree in Electrical Engineering AND four years of experience in electric utility construction project management.

#### Knowledge of:

- City policies and procedures.
- Customer service and public relations methods and practices.
- Electrical engineering methods, practices, and computations for project planning, designs, technical plans, specifications, estimates, and public electric utility energy delivery services, distributed generation and infrastructure improvement projects.
- Methods, material, and techniques used in substation and protective relaying systems and SEL relays.
- Overhead and underground utility distribution systems.
- Principles and practices of government project management and methods of evaluating construction contract compliance.
- Principles and practices of record keeping and records management.
- Standard and specialized computer software including: ETAP electrical engineer software for power systems. AutoCAD map 2013, GIS and assets management systems, and PLC and SCADA systems
- State and federal codes and regulations governing public utilities projects.

#### Skill in:

- Administering contracts and managing construction projects.
- Collecting and analyzing data and information to draw logical conclusions and make effective recommendations.
- Interpreting and applying state and federal statutes, codes, rules, and regulations.
- Making complex engineering computation and to check and design engineering plans and studies.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining cooperative working relationships with co-workers, contractors, property owners, other City personnel, and the public.
- Supervising and coordinating the work of engineering personnel and contractors.
- Working effectively with others to develop solutions for problems.

**LICENSE AND CERTIFICATION REQUIREMENTS:** A valid California State Driver's License and certification as an Engineer-in-Training.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** Work is performed in a standard office environment and in internal and external environments and construction sites throughout the City with possibility of exposure to hazardous materials.

**SELECTION PROCESS:** Completed application packets will be reviewed and those whose qualifications meet or exceed the requirements of the position will be considered to participate in the selection process. Resumes are not accepted in lieu of City applications. Please be advised that if you submit multiple applications, the most current application will be accepted and reviewed. To view a complete job description, please visit our website. The City of Vernon is an equal opportunity employer.

**Applications must be submitted online via the City's Employment Portal at: [www.cityofvernon.org](http://www.cityofvernon.org)**

City of Vernon Human Resources Department  
4305 Santa Fe Avenue Vernon, CA 90058  
(323) 583-8811 ext. 166

Monday through Thursday, 7:00 a.m. to 5:30 p.m.