



CITY OF AZUSA
invites applications for the position of:

Assistant Director of Utilities - Electric Operations

SALARY: \$4,533.79 - \$5,510.91 Biweekly
\$9,823.22 - \$11,940.31 Monthly

OPENING DATE: 08/22/18

CLOSING DATE: 09/28/18 05:30 PM

DEFINITION:

The first step in the recruitment process is a thorough review of the application package. Candidates who pass the application review will then be invited to continue on in the process. Additional steps in the recruitment process may include an in-basket writing exercise and an oral panel interview.

Under general direction, plans, organizes, and manages the construction, maintenance and operation of the electric operations division of the Utility Department; performs related duties as required to ensure the safe and reliable operation and maintenance of the electric distribution system, including substation and electrical line operations and maintenance, construction of system improvements, infrastructure replacement, advanced metering, workforce development and succession planning. See Essential Functions below for further detail.

CLASS CHARACTERISTICS

The Assistant Director of Utilities - Electric Operations reports directly to the Director of Utilities and is responsible for managing the electric operations division of the Utilities department.

ESSENTIAL FUNCTIONS:

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Directs through subordinate supervisors, the engineering/planning, construction, maintenance, and repair of the electric distribution system.

Evaluates work methods and operations; plans and schedules division activity; prepares estimates and monitors construction, maintenance, and operating costs; evaluates division policies, procedures, and services to determine effectiveness; installs changes to increase effectiveness to meet department objectives.

Reviews project plans and drawings with engineering staff and distribution supervisor, makes change recommendations based on field observations and operational problems; inspects field projects in progress and upon completion; provides technical direction,

advice and assistance on technical problems.

Represents the City in significant public relations matters related to the electric operations division's planning, design, operation and maintenance functions; coordinates any Joint Pole Authority actions with concerned outside agencies; coordinates and collaborates with interconnected utility in operations, troubleshooting, and system planning.

Evaluates service and equipment needs with available service vendors and products; writes or reviews bid specifications; monitors contractor and equipment performance; inspects work in progress to ensure compliance with City specifications.

Develops long-range and short-term electric distribution system planning, construction, and maintenance objectives; prepares financial analysis, service objectives, and other reports; develops plans to meet future service needs; prepares Division budget and controls expenditures of allocated funds.

Oversees the electric utility's long range distribution system planning including development of a 5-year system plan.

Ensures the high reliability of electric system facilities, consistent with industry standards, and the availability, and efficiency of emergency response and repairs.

Responsible for the electric operations division's compliance with applicable state, federal, or regional policies, regulations and requirements.

Receives and investigates citizen complaints and requests; determines and ensures appropriate disposition; monitors work completed in response to concerns forwarded by City Manager or City Council; investigates and reports on matters related to claims made against the City.

Selects division employees; plans, organizes, and assigns work; develops and establishes work methods and standards; directs staff training and development; reviews and evaluates employee performance; executes disciplinary action; establishes and implements safety programs and coordinates the training of subordinates.

Serves as acting Director of Utilities, as assigned.

Performs related duties as required.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted, or reassigned to accommodate an individual with a disability.

QUALIFICATION GUIDELINES:

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a bachelor's degree in electrical engineering or closely related field and five years of managerial experience in electric utility operations. Graduation from an accredited college/university with an advanced degree in engineering, business, economics or equivalent is desirable.

Knowledge and Skills

Knowledge of the principles, practices, and techniques of electric distribution system operations, and maintenance, including electrical line and substation operations and maintenance, advanced metering, electrical engineering theory, and a wide variety of field maintenance activities; methods, techniques, and practices employed in electric distribution systems design and construction, including methods, procedures, and

materials; cost accounting; supervision and training principles and techniques; budgetary, work planning, and time and material cost estimation techniques. A thorough understanding and knowledge of regulatory compliance requirements including electric distribution system safety, design, operation, and maintenance standards.

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex reports on a variety of subjects; establish and maintain effective relationships with the community at large, the City Council, and other public officials; plan, direct, and coordinate electric distribution systems programs and manage a division; select, train, supervise and evaluate employees; represent the City in a variety of meetings; make decisions regarding operational and personnel functions; operate programs within allocated budgets; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; develop comprehensive plans to meet future City needs and services; deal constructively with conflict and develop effective resolutions; plan and enforce a balanced budget; develop new policies impacting department operations and procedures and interpret financial statements and cost accounting reports.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid Class C California Driver License and a satisfactory driving record. Possession or ability to obtain and maintain a valid State of California Registration as Professional Engineer is desirable.

PHYSICAL, MENTAL, ENVIRONMENTAL CONDITIONS:

Environmental Conditions

Work is performed primarily in a standard office setting with some work to be performed at project sites, field work may include exposure to dangerous machinery and high voltage electricity; incumbents may be required to work extended hours including evenings and weekends from time-to-time.

Physical Conditions

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.azusaca.gov>

213 E. Foothill Blvd.
Azusa, CA 91702
626-812-5027
626-812-5241

hrapps@azusaca.gov

Position #18-03
ASSISTANT DIRECTOR OF UTILITIES - ELECTRIC
OPERATIONS
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Assistant Director of Utilities - Electric Operations Supplemental Questionnaire

- * 1. Do you have possession of or the ability to obtain and valid Class C California Drivers License?
- Yes
- No

- I have a current and valid drivers license from another state.
- * 2. Are you a registered Professional Engineer with the State of California?
- Yes
- No
- I have the ability to obtain this certificate.
- I am a registered Professional Engineer in another state.
- * 3. Please select the highest level of education you have:
- Master's Degree
- Bachelor's Degree
- Associate's Degree
- Some College or Certificate(s)
- High School Diploma or equivalent
- I do not have education equivalent to the 12th grade.
- * 4. Please select the field in which you were awarded your degree.
- Engineering
- Public Administration
- Business
- Economics
- Other field
- I do not have a degree.
5. If you selected Engineering for your degree, please indicate the Engineering field in which you were awarded your degree below:
6. If you selected "other field" for your degree, please indicate the field below:
- * 7. Please select your years of managerial experience in electric utility operations.
- 5 or more years of experience.
- 4-5 years of experience.
- 3-4 years of experience.
- 2-3 years of experience.
- 1-2 years of experience.
- Less than 1 year of experience.
- I do not have experience in this area.
- * 8. Please select the choice that best represents your years of supervisory experience.
- 2 or more years of experience.
- 1-2 years of experience.
- Less than 1 year of experience.
- I do not have supervisory experience.
- * 9. Please describe your experience and competencies in electric utility operations.
- * 10. Please describe your experience and competencies in electric utility distribution system construction and/or maintenance, including but not limited to line and substation work.
- * 11. Please describe your administrative and analytical experience, including managing staff, evaluating alternative solutions, and developing and controlling budgets.

- * 12. Please describe your experience and competencies communicating (verbal and written) with senior management and governing boards to gain support for your programs and projects.

* Required Question