



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

**INVITES APPLICATIONS FOR THE POSITION OF:
Electrical Engineering Assistant**

An Equal Opportunity Employer

SALARY: \$4,713.33 - \$7,231.08 Monthly

OPENING DATE: 10/08/18

CLOSING DATE: 10/19/18

FLSA STATUS: Non-Exempt

EXAMINATION TYPE: Promotional and Open Examination

PROBATIONARY PERIOD: Six months

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

THE POSITION

Under supervision, performs routine beginning level professional electrical engineering work. Assignments are received in specific terms unless tasks to be performed are well defined by established standards, policies and/or procedures.

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

Prepares designs, specifications, contract documents, estimates, and technical reports involving electrical engineering designs and plans. Prepares and presents reports and business correspondence.

Performs drafting, computing, estimating, and checking in connection with the preparation of electrical designs and plans. Prepares wiring diagrams or detail plans per supervisor's instructions and sketches.

Develops designs for the overhead and underground transmission and distribution system, fiber optic system, customer-initiated projects, telecommunication equipment attachments, and street lighting system; and develops electrical plans related to generating plants, substations, SCADA, system protection, and pumping facilities.

Drives vehicle to make field checks of completed work and reviews or corrects drawings to provide accurate records.

Interacts with the public, outside engineers, and regulatory agencies.

Coordinates program activities with other City divisions, departments, and outside agencies and organizations.

Checks work of other personnel for accuracy and proper methods.

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

Assumes responsibility for ensuring the duties of the 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:

Electrical power systems fundamentals.

Skill in:

Performing electrical engineering calculations.

Ability to:

Effectively communicate with the public regarding Department policies, plans, procedures, and requirements.

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

Model and practice the highest standards of ethical conduct.

Read, understand, and develop electrical plans and drawings.

Read, write, communicate effectively, and comprehend directions in English.

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

Other Characteristics

Willingness to:

Work overtime as requested.

Assume responsibility for maintaining a safe working environment.

Experience

No specific requirement.

Demonstrated previous experience planning, designing, and/or engineering overhead and underground transmission and distribution systems, fiber optic systems, customer-initiated projects, telecommunication equipment attachments, street lighting systems, generating plants, substations, SCADA, system protection, and/or pumping facilities with a municipal electric utility is highly desirable.

Education/Training

Bachelor's Degree in Electrical Engineering or a related field.

Certification as an Engineer-in-Training by the State of California may be substituted for the Bachelor's Degree.

License(s)/Certification(s)

Valid Class C California driver's license.

Note

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

SELECTION PROCESS

The examination will consist of an evaluation, written exam and an oral, with the evaluation as a qualifying step, the written exam 25%, and the oral exam 75%. 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.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.glendaleca.gov/>

Job #18-00216
 ELECTRICAL ENGINEERING ASSISTANT

Electrical Engineering Assistant Supplemental Questionnaire

- * 1. What is your highest level of education?
 - High School or equivalent
 - Some College (with at least 60 college units completed)
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or higher
 - None of the Above
- * 2. If you possess a degree, please enter the field of study. You MUST attach a copy degree to your application in order to be further considered for this position.
- * 3. Do you possess any professional electrical engineering experience?
 - Yes No
- * 4. If your answer to question #3 is YES, please provide details surrounding your professional electrical engineering experience. If your answer to question #3 is NO, please enter N/A.
- * 5. Are you certified as an Engineer-in-Training by the State of California? You MUST attach a copy of your EIT certification to your application in order to be further considered for this position.
 - Yes No
- * 6. Do you possess any experience planning, designing, and/or engineering overhead and underground transmission and distribution systems, fiber optic systems, customer-initiated projects, telecommunication equipment attachments, street lighting systems, generating plants, substations, SCADA, system protection, and/or pumping facilities with a municipal electric utility?
 - Yes No
- * 7. If your answer to question #6 is YES, please provide details surrounding your experience. If your answer to question #6 is NO, please enter N/A.

- * 8. If you currently work for a public agency or have worked for one in the last 5 years, please list your position title as well as your final monthly salary or hourly wage.

- * 9. Within the salary range as identified on this bulletin, what are your salary expectations for this position?

- * 10. How did you FIRST learn about this position?
 - City of Glendale Website
 - Visited Human Resources in person
 - Currently a City employee
 - Friend or relative
 - Saw job posting somewhere
 - GTV6
 - Twitter
 - Other

- * Required Question