



JOB DESCRIPTION

Supervising Electrical Engineer

Date Revised: November, 2016

Class Code: 8115

SUMMARY: Under general supervision, plans, assigns, supervises, and reviews engineering staff work; performs professional and technical electrical engineering work related to planning, design and construction of generation, sub-transmission, distribution, substation facilities, distributed generation and capital improvement projects.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. 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 description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Prepares, reviews, and approves engineering drawings, work orders and purchase orders; checks construction plans and construction work order packages for proper engineering practices.
- Assists in implementing equipment maintenance programs and the analysis and remedy of major equipment failures, station service interruptions, and safety problems.
- Supervises and participates in electrical systems planning and electric load management.
- Performs electric power system studies including load flow and short circuit studies and analyzes data.
- Develops, reviews and approves power distribution, sub-transmission and substation equipment switching procedures.
- Prepares detailed specifications for equipment, materials, and projects.
- Supervises the acquisition of electrical easements.
- Plans, assigns, supervises, and reviews the work of assigned engineering staff; assists in development and implementation of goals, objectives, policies, priorities, programs and major projects; trains technical subordinate staff.
- Supervises the development of plans and estimates for construction and major repair of the electrical system including generation, substations, sub-transmission, electric service delivery and related facilities.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Electrical Engineering with technical training in electric service delivery, distribution, sub-transmission, substation and protective relaying systems, AND seven years electric utility experience in planning, designing, and construction of electric distribution, substations and projects, including a minimum of 2 years of lead or supervisory experience.

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 reports for public electric utility and infrastructure improvement projects.

- Engineering principles used in electrical utility system; National Electrical Safety Code (NESC), National Electric Code (NEC), and state regulations.
- Methods, material, and techniques used in electric systems construction and inspection practices.
- Methods, material, and techniques used in substation and protective relaying systems and SEL relays.
- Principles and practices of government project management and methods of evaluating construction contract compliance.
- Principles and practices of record keeping and records management.
- 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.
- 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.
- Interpreting and applying state and federal statutes, codes, rules, and regulations.
- Making complex electrical engineering computations and to check, design and supervise the preparation of electrical engineering plans and studies.
- Operating a personal computer utilizing standard and specialized software.
- 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 is required.
 Registration as a Professional Engineer is required.

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.