



## JOB DESCRIPTION

### Utilities Engineering Manager

Date Prepared: March 2014

Class Code: 8110

**SUMMARY:** Under limited supervision, plans, organizes, and manages the design, construction, maintenance and repair of the City's electric, gas, and telecommunications utilities.

**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:*

- Plans and organizes the safe operation, maintenance, engineering, design input, and construction of electric, gas and telecommunication service delivery facilities and system development.
- Manages and supervises staff and contractors engaged in the operations of electrical engineering and gas and telecommunications operations staff.
- Supervises assigned staff; prepares work schedules, assigns and reviews work; provides training; recommends hiring, promotions, and transfers for assigned personnel.
- Oversees development of plans and estimates for construction and major repair of utility systems, including overhead and underground transmission and distributions lines and systems; reviews and approves engineering drawings, work orders, and purchase orders; reviews electrical designs and layouts proposed by staff or developers.
- Oversees the purchase, distribution, conservation and sale of electric, gas, and telecommunications services; oversees generation of electricity; forecasts equipment requirements to meet standards.
- Maintains compliance with state and federal requirements for safety and environmental impact.
- Directs and supervises technology development; supports and coordinates projects within assigned areas.
- Responds to various questions, including those that arise at the work sites, resolves problems, provides technical assistance, and makes decisions within established policy guidelines and good engineering practices.
- Prepares annual budgets for assigned divisions; develops and implements capital improvement projects; monitors budgets; prepares and provides justifications for project costs and annual budgets.
- Monitor changes to federal and state standards and regulations; analyzes impact; recommends changes to policies and practices as necessary.
- Meets with communications customers to assess their needs and develop a plan to connect to the City's fiber optic network.
- Provides technical assistance and makes operational decisions within established policy guidelines; provides oral and written recommendations to City Council to engage in long term contracts with businesses in the City.
- Serves technical expert to a variety of commissions, boards, and committees on electric utility matters.
- 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 Power Option, Mechanical Option, or Computer Science Option, technical training in substation and protective relaying systems AND seven years of electric engineering, gas system engineering, and specialized network architecture and development experience.

### **Knowledge of:**

- Advanced electrical engineering methods, practices, and computations for project planning, designs, technical plans, specifications, estimates, and reports for public electric, gas, and telecommunications utility and infrastructure improvement projects.
- Budgeting, engineering economics, and principles of supervision and management.
- City policies and procedures.
- City's gas, electric, and telecommunications infrastructure.
- Customer service and public relations methods and practices.
- Department of transportation rules, regulations, and requirements.
- Emergency response and first-responder procedures and other safety, environmental compliance rules, requirements, and regulations including Cal-OSHA and Pipeline Hazardous Materials Safety Administration.
- Installation, repair, and maintenance on pipeline facilities including working with pilot loaded regulators and regulator stations.
- 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 of record keeping and records management.
- State and federal codes and regulations governing public utilities projects.

### **Skill in:**

- 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, and the public.
- Interpreting and applying state and federal statutes, codes, rules, and regulations.
- Operating a personal computer utilizing standard and specialized software.
- Organizing, planning, coordinating, delegating, and controlling the activities others.
- Performing complex engineering computations to check, design, and supervise the preparation of engineering plans and studies.
- Project and construction management and contract administration.
- Supervising and coordinating the work of engineering personnel and contractors.
- Working effectively with others to develop solutions for problems.
- Performing efficiently and effectively under pressure.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License and 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. Must be available to respond to emergencies during off-work hours.