

ELECTRIC ENGINEERING TECHNICIAN SUPERVISOR

DEFINITION

To plan, organize, direct and supervise technical engineering duties in estimating, planning and design of new electrical service installations and removals within the Electric Utility Department; and to perform a variety of technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned manager.

Exercises direct supervision over assigned technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for technical engineering functions related to new services; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in the performance of field and office technical new services engineering tasks.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for materials, supplies and equipment; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Prepare plans, specifications and cost estimates for the construction and repair of electric utility plant facilities such as overhead and underground feeders, extensions, circuit cut-overs, circuit re-arrangements, and major street lighting.

Examine plans and specifications prepared by other departments and agencies, and private developers, contractors, and landowners; obtain easements and rights-of-way for electric facilities and review related legal descriptions; determine the effects of proposed work on existing electric utility facilities and the feasibility of alternate construction proposals.

Process incoming requests for electrical service and advise applicants of the process and requirements; meet with engineers, architects, developers, and landowners as needed; plan and design electrical distribution facilities required to meet present and projected needs; coordinate substation and transmission designs with power engineering staff for specific plans or large customers.

Maintain electric systems GIS model and provide technical supervision to ensure its accuracy; provide direction to assigned staff to implement improvements to the electric GIS model; coordinate with other City departments as necessary on GIS model.

Calculate estimates of relocation costs and coordinate electric utility construction projects with outside contractors and City construction crews; and monitor contracts with outside contractors and prepare billings as needed.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; participate in public outreach when needed.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical electrical engineering, including methods and techniques of engineering, drafting, estimating and materials used in construction of electric utility facilities.

Equipment, tools and materials used in the performance of technical field and office engineering tasks.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, State, and Federal codes, regulations, and laws, and electric utility industry standards.

Ability to:

Organize, implement and direct technical engineering operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assists in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Three years of increasingly responsible experience performing technical engineering duties to include estimating, planning and designing new electrical service installations and modifications to existing services. One year of technical and functional (lead) supervision is preferred. Mechanical drafting and/or AutoCAD experience highly desirable.

AND

Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree. College level course work in electrical engineering, mathematics or a related field is preferred.

License and Certificate

Possession of a valid California driver's license by date of appointment.

Electric Engineering Technician Supervisor

- 4 -

11-03-20

08-15-09

01-21-06

Electric Engineering Technician Supervisor

Senior Electrical Engineering Technician