

Salary Schedule	MOU	Benefits
---------------------------------	---------------------	--------------------------

City of Alameda
Code No. 7704
Approved by C.S.B.
April 3, 2002

ELECTRICAL EQUIPMENT SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes and supervises the work of operational groups engaged in the operation and maintenance of electrical and distribution systems and electrical equipment and meters. Performs other related work as required.

DISTINGUISHING FEATURES

The Electrical Equipment Superintendent is the section’s management and supervisory authority and is distinguished from the higher-level Operations Manager by the complexity of tasks assigned as well as the amount of supervision needed.

EXAMPLES OF DUTIES

1. Plans, organizes, directs and coordinates transmission and distribution system operations and controls; testing, servicing and repair of electrical equipment, meters and substation equipment such as circuit breakers, voltage regulators and reclosers; installation, calibration, testing and repair of all types of meters and instruments; SCADA system and radio communication system operation and maintenance.
2. Directs operation, maintenance and construction of substations.
3. Reviews work progress and problems with subordinate supervisors.
4. Prepares plans, drawings, specifications and estimates for revenue and non-revenue metering installations.
5. Administers equipment and supply procurement request activities.
6. Prepares various studies and reports regarding the use of equipment, work methods, materials, services and administrative improvements.
7. Ensures adherence to and application of established safe work practices and procedures.
8. Coordinates operation and maintenance of the Northern California Power Agency’s combustion turbine installation located in Alameda; supervises training of personnel in the operation and maintenance of that facility.
9. Prepares and administers section budgets; prepares plans and cost data for the budget and department’s General Plan.
10. Supervises, trains, and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school supplemented by college course work in science, electronics and/or engineering.

Experience: Five years of recent and progressively responsible electrical utility operations and maintenance experience involving meter and equipment testing, maintenance, installation and operation; transmission and distribution system dispatching using a SCADA system; and substantial supervisory or lead capacity experience.

EMPLOYMENT STANDARDS

Knowledge

Knowledge of electrical theory; electric utility transmission and distribution system operation; substation and distribution equipment and operation and maintenance; SCADA system operation and maintenance; application, use, and maintenance of radio communication systems; testing, repair, installation of meters and protective relays; safe work practices and procedures.

Ability

Ability to effectively plan, organize, direct staff and control the operations of several work sections; plan work schedules and monitor performance; interpret and apply established procedural and safety requirements; prepare specifications and evaluate bids; implement improvements in organization, work procedures and equipment; prepare budgets and track costs; analyze complex, technical and administrative problems and make sound recommendations for their solution; establish and maintain accurate records; prepare clear and concise reports; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public; and supervise, train, and evaluate assigned staff.

Special Requirements

Willingness and/or ability to respond to after-hours emergency calls as required.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

CL/ Human Resources Department
4-23-13