

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 7200
Approved by P.U.B.

Approved by C.S.B.
January 7, 2004

ENGINEERING SUPERVISOR

DEFINITION

Under general direction plans, implements, coordinates, and maintains management control and supervision over all transmission, substation and distribution engineering, meters and substation apparatus, and inspection activities of Alameda Power & Telecom.

DISTINGUISHING FEATURES

The Engineering Supervisor is responsible for administration of all Alameda Power & Telecom-owned power delivery system planning, engineering, specifications, and design activities; supervision of metering functions, transformer testing and maintenance, and substation apparatus testing and maintenance. In addition, shall have the authority to perform those duties and functions as assigned.

EXAMPLES OF DUTIES

1. Plans, develops and implements programs, methods and procedures related to the engineering functions of Alameda Power & Telecom.
2. Prepares or directs the preparation of forecasts of the geographic distribution of system demand and energy requirements, load characteristics and location, and other factors pertinent to system planning.
3. Identifies, evaluates alternative schemes, and makes recommendations for the expansion and improvement of Alameda Power & Telecom's electric system.
4. Coordinates with other Alameda Power & Telecom divisions in preparing short-range and long-range plans for expansion and improvement of the system, with due regard to commercial operation, construction, maintenance and system operation.
5. Provides management and supervision for all activities of Engineering in the planning, engineering and design of individual system extensions, revisions and improvements.
6. Attends monthly Public Utility Board meetings.
7. Prepares or directs the preparation of all purchase specifications required to implement Alameda Power & Telecom's purchases in connection with system expansion and improvements.
8. Provides general technical direction and supervision in the planning, implementation and maintenance of system maps and records required for the efficient operation, maintenance, expansion and improvement of the system.
9. Makes periodic and special reports, which describe current activities of Engineering and conducts special studies and prepares reports, including findings and recommendations, as required.
10. Conducts or supervises review and analyses of new equipment, methods and materials pertinent to the improvement, operation and maintenance of the system and makes recommendations to the Operations Manager.
11. Under general direction, coordinates or directs the coordination of Engineering with customers of Alameda Power & Telecom with regard to service problems.
12. Conducts review of the staff of Engineering and makes recommendations for updating existing class descriptions, instituting new positions, deleting unneeded positions, recommending promotional actions and salary range adjustments commensurate with the industry in general, and with Alameda Power & Telecom's needs and competitive position in the labor market.
13. Maintains on a continuing basis a program for upgrading, promotion and training for all positions in Engineering to insure an adequate supply of qualified personnel to fill vacant positions.
14. Maintains good public relations, and takes an active part in civic affairs while encouraging such activity on the part of Alameda Power & Telecom personnel.
15. Provides overall supervision of maintenance of substations, electrical apparatus and metering facilities.

(OVER)

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 an accredited college with a degree in electrical engineering.

Experience: Six (6) years of progressively responsible experience in electrical utility power engineering, at least three (3) years of which must have been in a senior supervisory capacity, or the equivalent thereof in training and experience.

Other Requirements

Registration by examination as a professional electrical engineer in the State of California, or registration by examination in another State and completion of California registration by comity within the probationary period, or registration by examination in the State of California within two (2) years after date of hire.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

r: 8/24/01 (mod to current format)

CL/jsd: Human Resources Department