

CLASS SPECIFICATION
Electric Utility Chief Engineer

GENERAL PURPOSE

Under general direction of the Electric Utility Division Manager, plans, assigns, and supervises the activities of the engineering function of the City's Electric Utility Division. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-incumbent class is responsible for planning and supervising the activities of the engineering function within the Electric Utility Division.

The Chief Engineer is distinguished from Senior Engineer, P.E. in that the incumbent in the former class is responsible for managing and directing the engineering functions within the Electric Utility Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assist in the development of and participation in the implementation of goals, objectives, policies, and procedures for the Electric Utility.
- Set electric utility capital project priorities and monitor progress.
- Supervise and participate in the preparation and administration of special engineering studies and reports.
- Coordinate related engineering activities with other City departments, divisions, and outside agencies.
- Manage the preparation and prioritization of multi-year Capital Improvement Programs for the electric utility.
- Select, supervise, train, and evaluate professional and technical staff.
- Manage the development of plans and estimates for design and construction and major repair of electrical systems, including underground distribution lines, street lights, substations, communications, and related facilities.

- Manage the development of professional contracts with consultants and other utility agencies; monitor the implementation of such contracts.
- Manage various engineering and other professional disciplines and functions in accordance with standard electric utility practices.
- Review and approve engineering drawings and work authorizations.
- Serve as a representative to a variety of City commissions, boards, and committees on electric utility matters.
- Direct and manage technology development and support as it relates to electric utility engineering projects.

OTHER DUTIES

1. Attends a variety of training sessions, committees, conferences and seminars as assigned.
2. May act as Electric Utility Division Manager in that individual's absence.

QUALIFICATIONS

Knowledge of:

1. Electric Utility operations and practices.
2. California General Orders 95, 165, and 174.
3. Applicable federal and state laws and regulations.
4. Modern developments, current literature, and sources of information regarding energy delivery.
5. Applicable laws and regulatory codes related to engineering, operations, and construction in the area of assignment.
6. Principles and practices of sound business communication.
7. Information technology and computer capabilities applicable to functional responsibilities.
8. Methods, techniques, and standards used in the design, construction, and operation of a variety of electric utility and communications projects.

9. Principles and practices of public administration, including budgeting, purchasing, contract administration and maintenance of public records.
10. Research methods and analysis techniques.
11. Principles and practices of effective management and supervision.
12. City human resources policies and procedures and labor contract provisions.
13. Principles and practices of electrical engineering, engineering economics and other engineering disciplines used in the electric utility and communication industries.

Ability to:

1. Plan, direct, manage, coordinate and integrate the activities of the engineering function within the Electric Utility.
2. Define complex management and fiscal issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions applicable to areas of responsibility.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Represent the City effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
6. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
7. Exercise sound, expert independent judgment within general policy guidelines.
8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
9. Establish and maintain effective working relationships with all levels of City management, the City Council, other governmental officials, consultants, contractors, employees, the public, the media and others encountered in the course of work.

Education, Training and Experience:

Graduation from a four-year college or university with major coursework in electrical engineering, or a closely related field; and at least seven years of progressively responsible professional engineering experience, at least two of which were in a supervisory or program/project management capacity.

Licenses; Certificates; Special Requirements:

Current, valid certification as an Electrical Engineer issued by the California State Licensing Board for Professional Engineers.

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of City management, the City Council, other governmental officials, consultants, contractors, employees, the public, the media and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet. The employee may occasionally be required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud.