

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 7711
Approved by C.S.B.
October 8, 2025

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, including oversight of high-voltage switching and hot-stick/live-line procedures under strict safety protocols.

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

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential 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, construction, and upgrades of substations and related equipment; supervises high-voltage switching (up to 115 kV), live-line (hot-stick/rubber-glove) procedures in compliance with safety standards (NEC, NFPA 70E, Cal-OSHA Title 8).
3. Reviews work progress and problems with subordinate supervisors.
4. Supervises development of asset lifecycle maintenance plans, electrical system designs, drawings, and schematic documentation.
5. Administers consultant and vendor contracts; develops scopes, evaluates proposals, monitors deliverables, and enforces performance.
6. Leads and participates in live-line switching and switching safety zone procedures following NFPA 70E practices.
7. Prepares plans, drawings, specifications and estimates for revenue and non-revenue metering installations.
8. Administers equipment and supply procurement request activities.
9. Prepares various studies and reports regarding the use of equipment, work methods, materials, services and administrative improvements.
10. Ensures adherence to and application of established safe work practices and procedures.
11. 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.
12. Prepares and administers section budgets; prepares plans and cost data for the budget and department's General Plan.
13. Prepares and manages multi-year Capital Improvement Programs (CIP), including budget forecasting and alignment with long-term utility strategies.
14. Supervises, trains, and evaluates assigned staff.

Other Duties

15. Perform related duties as assigned.

WORKING CONDITIONS

- Indoor office or station environment, and outdoor environment while performing fieldwork. Outdoor work may be performed in close proximity to electrical high voltage line and equipment, open trenches and heights associated with construction.
- Respond to after-hours emergency calls as required; respond to 24/7 on-call rotations and emergency utility incidents.
- Occasional exposure to wet or humid conditions; extreme cold or extreme heat.
- Occasional exposure to fumes or airborne particles, toxic or caustic chemicals, and vibration.
- Travel by City vehicle within City limits to City work sites, locations, and meetings to conduct work.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software. Can be loud noises due to hazards, and/or in an emergency or field situation.
- May interact with upset staff and/or private and public representatives in interpreting and enforcing departmental policies and procedures.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer, computer keyboard, and standard office equipment.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Sitting or standing for extended periods of time.
- Ability to lift, push or pull up to 90 lbs.
- Reach with hands and arms; climb or balance; stoop, crouch, squat, crawl, walk; twist and bend from the waist.
- Fieldwork may involve mobility on uneven terrain, and climbing, scaling, or descending electrical poles, trenches, obstacles, and/or structures to identify problems or hazards. May occasionally operate construction and/or electrical equipment when performing duties such navigating in confined spaces, work near electrical poles or substations, etc.
- Hearing and speaking to exchange information and communicate in person and by telephone.

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. Possession of a Bachelor's Degree in Engineering or related field from an accredited college or university is desirable.

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 prior management experience with a construction company. Prior experience in reporting and compliance with NERC and FERC regulations is desirable..

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; various comsafe 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, including complex reports of GO. 95, 128, 156; 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 at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

California Professional Engineer (PE) license, or equivalent certification; nationally recognized Certified Testing Engineer and/or Certified Substation Technician; journey-level Lineman, Journeyman Electrician, or equivalent high-voltage certification is preferred.

NCW/: Human Resources Department
10-1-25