

<a href="#">Salary Schedule</a>	<a href="#">MOU</a>	<a href="#">Benefits</a>
---------------------------------	---------------------	--------------------------

City of Alameda  
Code No. 7200  
~~Approved by P.U.B.~~

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

Formatted: Bottom: 0.69"

## ENGINEERING SUPERVISOR MANAGER

### DEFINITION

Under general direction plans, implements, coordinates, and maintains management control and supervision over all transmission, substation and distribution engineering; ~~performs other related work as required; meters and substation apparatus, and inspection activities of Alameda Power & Telecom.~~

### DISTINGUISHING FEATURES

The Engineering ~~Supervisor Manager~~ is responsible for, ~~the supervision and~~ administration of all ~~Alameda Municipal Power (Alameda Power & Telecom) AMP-owned electric 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.

This is a senior level professional engineer classification. Incumbents perform supervisory and program management duties, develop policy recommendations, and make decisions or select courses of action based on data supplied by subordinate engineers, as well as performing complex technical calculations and design work. Work in the class is distinguished from that of lower classes by the overall responsibility for major and/or complex engineering projects or assignments, by the level and extent of administrative and supervisory responsibilities, and/or by the level of professional specialization and expertise required. Advanced technical skill, professional specialization and certification are required and will vary according to assignment.

### EXAMPLES OF DUTIES

- ~~Plans, coordinates and supervises professional and technical engineering work in connection with AMP Alameda Municipal Power projects. Plans, develops and implements programs, methods, standards and procedures related to the engineering functions~~
- ~~1. of Alameda Power & Telecom.~~
- ~~1. Performs design management ensuring regulatory compliance and overall coordination of complex engineering projects, including providing technical guidance and/or supervision to contract, consulting, and/or AMP and City staff; performs related contract administration, project schedule coordination, interagency coordination, quality control, field decisions, tests, etc.~~
- ~~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.~~
- ~~Identifies, evaluates prepares, reviews and makes recommendations, and supervises the preparation of plans, plans, specifications, cost estimates and contracts; prepares feasibility and economic studies; alternative schemes, and makes recommendations for the expansion and improvement of Alameda Power & Telecom's electric system.~~
- ~~3. Coordinates with other Alameda Power & Telecom divisions to develop in preparing short-range and long-range plans for expansion and improvement of the system, including cost estimating, time material schedule requirements and scheduling material requirements, with due regard to commercial operation, construction, maintenance and system operation.~~
- ~~4. Directs and monitors the work of architects, consultants, professional engineering firms and general construction contractors; coordinates related negotiation and contract preparation; negotiates and prepares change orders and extra work orders.~~
- ~~5. Supervises and is responsible for the review of plans, computations and upgrades to AMP engineering standards.~~
- ~~6. Coordinates activities with and provides specialized professional guidance to other work units and divisions, departments, contractors, consultants, developers, property owners and outside agencies.~~
- ~~7. Researches new concepts and technologies; participates in new program development as assigned.~~
- ~~8. Prepares and may present various studies, analyses and reports; attends various seminars, meetings and conferences; provides information to and resolves issues with other divisions/departments, contractors, consultants, developers, property owners and outside agencies.~~

Formatted: Indent: Left: 0.5", Hanging: 0.5",  
Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... +  
Start at: 1 + Alignment: Left + Aligned at: 3.81" +  
Indent at: 4.06"

4. Participates in assigned budget preparation and administration. Assists and administers capital and expense budget planning and material forecasting.
9. ~~10. Supervises, trains and evaluates assigned staff.~~
5. Provides management, and supervision, evaluation and training for assigned staff, all activities of Engineering in the planning, engineering and design of individual system extensions, revisions and improvements.
10. Attends and periodically makes presentations at the monthly Public Utility Board and other City meetings, and shares minutes with staff.
6. meetings.
- 7.11. Prepares and reviews purchase specifications needed to acquire material and services related to required to implement Alameda Power & Telecom's purchases in connection with system reliability, expansion and improvements.
- 8.12. 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.
13. Conducts or supervises the review and analyses of new equipment, methods and materials pertinent to the improvement, operation and maintenance of the system and makes recommendations.
10. to the Operations Manager or as requested by the Operations Manager.
- 11.14. Under general direction, coordinates, directs, and resolves or directs the coordination of Engineering with customers of AMP 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.
- Maintains good public relations, and takes an active part in civic affairs while encouraging the Engineering staff to do the same
15. Acts as a subject matter expert and supervises staff to ensure compliance with engineering responsibilities related to the NERC, WECC compliance program.
14. such activity on the part of Alameda Power & Telecom personnel.
- Provides overall supervision of maintenance of substations, electrical apparatus and metering facilities. These really seem to be a part of OPS
15. Assists in Capital Budget and material forecasting and preparation. May be required to be placed on a mandatory standby schedule to provide after-hours technical assistance.

**Formatted:** Indent: Left: 0.75", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 3.81" + Indent at: 4.06"

**Formatted:** Indent: Left: 0.5", Hanging: 0.5", No bullets or numbering

**Commented [CW1]:** #11 and #12 Aren't these items a part of general supervision.

**Formatted:** Indent: Left: 1.06"

**Formatted:** Indent: Left: 0.5"

**Formatted:** Indent: Left: 1.06", Hanging: 0.31"

(OVER)

City of Alameda  
Engineering Supervisor/Manager, 7200  
Page 2 of 2

## **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 professional engineer 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.

#### Knowledge

Knowledge of electrical engineering principles and practices as applied to municipal electric engineering; engineering construction project management methods; materials and methods used in design, construction and coordination of designated engineering projects; laws, rules, regulations, codes and ordinances applicable to electrical engineering; safe work practices and procedures.

Formatted: Underline

#### Ability

Ability to effectively manage, plan, coordinate and supervise electrical engineering and project program management work and related activities, functions and services; manage multiple complex major projects simultaneously; demonstrate effective leadership and gain consensus an support; prepare, read, and interpret plans, specifications and descriptions and technical reports; interpret and apply complex governmental regulations; effectively present technical information to a non-technical audience; establish and maintain accurate records; plan, administer and evaluate work programs and schedules, draw valid conclusions and project consequences of decisions and recommendations; prepare complex technical studies and reports; operate computer equipment and utilize specialized software; set priorities, meet deadlines, and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, contractors, consultants, the general public and representatives of other agencies, supervise, train and evaluate assigned staff.

Formatted: Underline

#### 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.

~~Must have excellent verbal and written communications skills.~~

#### Desired Traits

Ability to effectively present technical details to a non-technical audience/customer.

Formatted: Underline

Ability to set and manage reasonable deadlines for self and staff.

Formatted: Underline

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

CL/jsd: Human Resources Department