



## **CITY OF AZUSA**

Human Resources Department

213 E. Foothill Boulevard, Post Office Box 1395

Azusa, California 91702-1395 \* (626) 812-5241

Website: [www.ci.azusa.ca.us](http://www.ci.azusa.ca.us)

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### **Assistant Director of Electric Operations (Open-Competitive)**

**FILING DEADLINE: OPEN UNTIL FILLED.** No facsimiles or postmarks accepted.

**SALARY RANGE:** \$8,728 - \$10,609/mo

#### **THE POSITION**

Under general direction, plans, organizes, and supervises the construction, maintenance and operation of the electric utility division of the Utility Department; performs related duties as required. The Assistant Director of Electric Operations reports directly to the Director of Utilities and is responsible for managing the electric division of the department.

#### **ESSENTIAL FUNCTIONS**

Directs through subordinate supervisors, the engineering/planning, construction, maintenance and repair of the electric distribution system. Evaluates work methods and operations; plans and schedules division activity; prepares estimates and monitors construction, maintenance, and operating costs; evaluates division policies, procedures, and services to determine effectiveness; installs changes to increase effectiveness to meet department objectives. Reviews project plans and drawings with crew supervisor, making change recommendations based on field observations and operational problems; inspects field projects in progress and upon completion; provides technical advice and assistance on technical problems. Represents the City in significant public relations matters related to the electric division maintenance functions; coordinates any Joint Pole Authority actions with concerned outside agencies. Evaluates service and equipment needs with available service vendors/products; writes or reviews bid specifications; monitors contractor/equipment performance; inspects work in progress to ensure compliance with City specifications. Develops long-range and short-term electric distribution system maintenance objectives; prepares financial analysis and service objectives reports; develops plans to meet future service needs; prepares Division budget and controls expenditures of allocated funds. Oversees the electric utility's long range distribution system planning including development of a 5-year system plan. Ensures the high reliability of electric system facilities, consistent with industry standards, and the availability/efficiency of emergency response and repairs. Receives and investigates citizen complaints and requests; determines and ensures appropriate disposition; monitors work completed in response to concerns forwarded by City Administrator or City Council; investigates and reports on matters related to claims made against the City. Selects division employees; plans, organizes, and assigns work; develops and establishes work methods and standards; directs staff training and development; reviews and evaluates employee performance; executes disciplinary action; establishes and implements safety programs and coordinates the training of subordinates. Serves as acting Director of Utilities as assigned.

#### **QUALIFICATIONS GUIDELINES**

**Education and/or Experience:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from an accredited college/university with a bachelor's degree in electrical engineering and five years of managerial experience in electric utility operations.

**Knowledge, Skill and Abilities:** Thorough knowledge of the principles, practices, and techniques of electric distribution system operations, construction and maintenance; methods, techniques, and practices employed in electric distribution systems design and construction, including methods, procedures, and materials; cost accounting; supervision and training principles and techniques; budgetary, work planning, and time/material cost estimation techniques. Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex reports on a variety of subjects; establish and maintain effective relationships with the community at large, the City Council, and other public officials; plan, direct, and coordinate electric distribution systems programs and manage a division; select, train, supervise and evaluate employees; represent the City in a variety of meetings; make decisions regarding operational and personnel functions; operate programs within allocated amounts; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; develop comprehensive plans to meet future City needs/services; constructively with conflict and develop effective resolutions; plan and enforce a balanced budget; develop new policies impacting department operations/procedures and interpret financial statements and cost accounting reports.

**Special Requirements:** Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

### **SELECTION PROCESS:**

Applicants must submit a completed City of Azusa Employment Application and resume to the Human Resources Department. **Applications will be screened for education, qualifications and appropriate background. Only the most qualified applicants will be invited to participate in the examination process.** Successful candidates must achieve a minimum passing score in each of the test components. Applicants will be notified by mail as to the test date, time and location. The examination process may include the following:

- City Application & Resume (Qualifying)
- Oral Interview (Weighted **100%**)

## EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

**Application:** Applicants must submit a completed City of Azusa Employment Application form by the final filing date. Separate applications must be submitted for, each recruitment. Resumes will not be accepted in lieu. No facsimiles or postmarks accepted.

**Examination:** Applicants will be screened for qualifications and appropriate background. Only the most qualified applicants will be invited to participate in the examination process. Successful candidates must achieve a minimum passing score in each of the test components. Applicants will be notified by mail as to the test date, time and location. The process may include application review, written, oral or performance exam or any combination thereof.

**Exam Accommodation:** Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Department at least five (5) working days prior to the examination date.

**Oral Board:** The oral board interview is a weighted examination. Admission to the oral interview may be limited to a restricted number of candidates based on written and/or performance.

**Eligibility List:** The names of those persons who successfully complete the examination process are entered on an eligibility list in order of their final scores. Eligibility lists remain in effect one year, unless exhausted or canceled, and may be extended an additional six months.

**Appointment:** Appointments to all classified positions are subject to approval by the City Council.

**Probationary Period:** A minimum six-month probationary period shall be required for all appointments in the Civil Service System (except for Police Department positions – the probationary period of which shall be one year). The probationary period shall be regarded as part of the examination process to further test an individual's ability to perform the assigned job duties. During the probationary period, an individual may be terminated from employment at any time without right of appeal. (Elective officers, appointed board members, city administrator, city attorney, contract employees, part-time and temporary employees, volunteers, and employees of the Redevelopment Agency are exempt from the Civil Service System and serve at will.)

**Employment Standards:** Employment with the City of Azusa is contingent on meeting the medical standards of the position. A candidate must pass a pre-employment physical examination, including a drug/alcohol screen and fingerprint check.

**Loyalty Oath:** Persons selected for City employment must take a loyalty oath as prescribed by Article 20, Section 3, of the California Constitution.

**Driver's License:** For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview will be required to provide a DMV report and meet the City's driving standards.

**Immigration Law:** In compliance with the Immigration and Reform and Contract Act of 1986 new employees will be required to provide proof of identity and authorization to work in the United States.

**Drug Free Workplace:** The City is a drug-free workplace and has a comprehensive drug abuse policy.

**Compensation:** Salary ranges have approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after 6 months satisfactory service.

**Employee Benefits:** This information is a general summary of benefits. The City of Azusa has a variety of benefit options available which may differ between bargaining units. The City pays 7% of the employee's Retirement System (PERS), 2% at 55, supplemented by .5% PARS. The City offers 1,224.00 per month for its "Flexible Benefit Plan (FBP)" including health, dental, supplemental and life insurance. Unused FBP funds may be taken as deferred compensation or taxable wages. Azusa also offers bilingual pay and City-paid deferred compensation.

**Equal Opportunity Employer:** The City of Azusa, in compliance with all applicable federal and state laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, gender or sexual orientation. The provisions of this bulletin do not constitute an expressed or implied contract and any provision contained in this bulletin may be modified or revoked without notice.

Applications may be obtained online or at the following locations:

**\*Human Resources Department** Monday – Thursday: 7:00 a.m. – 5:30 p.m. (Closed on Friday), located at 213 E. Foothill Blvd., Azusa, CA 91702.

**\*Azusa Police Department** Monday – Thursday: 7:00 a.m. – 10:00 p.m. Friday – Sunday: 7:00 a.m. – 5:00 p.m., located at 725 N. Alameda, Azusa, CA 91702.

**\*City Library** Monday – Wednesday: 10:00 a.m. – 9:00 p.m., Thursday: 10:00 a.m. – 6:00 p.m., Friday and Saturday: 10:00 a.m. – 5:00 p.m. (Closed on Sunday), located at 729 N. Dalton, Azusa, CA 91702.

**ALL APPLICATIONS MUST BE TURNED IN DIRECTLY TO THE HUMAN RESOURCES DEPARTMENT BY MAIL OR IN PERSON.**

ACEA, AMMA, CAPP, IBEW, LABORERS

*The City of Azusa – Hiring Great People*