



**CITY OF PASADENA  
Department of Human Resources  
100 N. Garfield Ave., Rm S135, P. O. Box 7115  
Pasadena, CA 91109-7215**

**Engineer (Electrical)**

<http://agency.governmentjobs.com/pasadena/default.cfm>

**SALARY**

\$44.65 - \$55.81 Hourly \$7,739.63 - \$9,674.55 Monthly \$92,875.54 - \$116,094.58 Annually

**OPENING DATE:** 10/08/09

**CLOSING DATE:** Continuous

**THE POSITION**

Performs and prepares complex electrical engineering plans and specifications in electrical design, transmission and distribution engineering, relay and control systems, substation design, and/or instrumentation; defines the electrical technical parameters for projects; develops procedures and operational instructions; conducts research investigations and participates in the design, specification preparation, cost estimating and bid analysis for the construction, maintenance, and system operations in transmission and distribution stations, subtransmission and distribution circuits; develops and monitors the power system protection coordination and determine utility customer interface requirements.

**ACCEPTING ON LINE APPLICATIONS ONLY**

**ESSENTIAL FUNCTIONS**

Directs and participates in the difficult technical engineering designs and drafting work; prepares and reviews engineering plans and standards, specifications, project schedules, designs, and estimates for construction and maintenance projects and systems; obtains permits for operations; makes engineering calculations in connection with field and office assignments; investigates problems and recommends solutions; ensures compliance with safety requirements and standards and recommends procedures; performs systems analysis; conducts tests and studies and submits results and recommendations for planning; uses computer technology to plan and solve engineering problems; performs quality assurance and control; performs highly specialized design, research, or analysis on a project-by-project basis; receives and checks applications and complex engineering and architectural plans submitted for permits; prepares right of way plans and documents and legal descriptions; advises on code compliance; performs economic feasibility studies; prepares proposals and evaluates bids; prepares comprehensive reports; coordinates projects with

other departments, outside agencies, contractors and consultants; estimates manpower resources and materials needs, monitors project schedules and critical paths; prepares proposals, specifications and agenda reports to purchase equipment or engineering and construction services and for contract awards; directs, prepares, reviews and approves contract documents and specifications, making modifications and recommending alternatives as needed; negotiates contracts; oversees contractors; reviews and inspects work in progress to ensure compliance with standards and specifications; initiates and negotiates Change Order documents; exercises cost control and monitors schedules; establishes and maintains effective working relationships with field crews, contractors, vendors, outside agencies, the public and City staff; acts in the absence of the Principal Engineer; and performs other related duties as assigned.

## **QUALIFICATION GUIDELINES**

### **Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include: Graduation from college with a major in electrical engineering and three years of utility related experience in the field of electrical engineering.

### **Knowledge, Skills and Abilities**

Knowledge of: principles and practices of electrical engineering design and construction; methods, materials, and equipment used in the electric utility construction, instrumentation, operation and maintenance; principles of supervision, including goals and objectives, project development, work planning and organization, budget monitoring and cost control; contract administration and project management and evaluation; federal, state and local legislation relating to engineering and the environment. Ability to: plan, organize, supervise, review and evaluate the work of personnel; analyze complex engineering problems, evaluate alternatives and recommend effective action; use computerized engineering applications; select, train and motivate staff; establish and maintain effective relationships; communicate effectively, both orally and in writing.

## **EXAMINATION**

Applicants who appear best qualified based on their application and supplemental application submitted will be invited to any combination of written, performance, or oral appraisal to further evaluate their job-related experience, education, knowledge, skills, and abilities. Probationary work test period is one year.

## **VACANCIES**

There is one vacancy in the Water and Power Department which may be filled from the established eligibility list.

### **SPECIAL REQUIREMENTS**

Must possess a valid Certificate of Registration as Professional Engineer issued by the State of California.

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

### **FLSA Exempt**

**APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:**

**<http://www.cityofpasadena.net/humanresources>**

**OR**

**100 N. Garfield Ave., Rm S135**

**P. O. Box 7115**

**Pasadena, CA 91109-7215**