



# CITY OF BANNING, CALIFORNIA

## Electric Engineering Manager

Job Code: 5022  
Grade: T85

FLSA       Exempt       Non-Exempt

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**JOB DEFINITION:** Under general supervision of the Electric Utility Director, this position will be accountable for the overall electric system planning and design, system reliability, resilience, and power quality, system sectionalizing and coordination, and system automation including all communications infrastructure. Exercises general supervision over professional engineering staff, engineering support staff, and clerical and technical staff.

**ESSENTIAL FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### REPRESENTATIVE DUTIES:

- Advance the utility in automation and technical efficiencies.
- Develop and participate in the implementation of goals, objectives, policies, and procedures.
- Set project priorities and monitor progress.
- Supervise and participate in the preparation and administration of programs.
- Supervise and participate in the preparation of special engineering studies and reports.
- Coordinate related engineering activities with other City departments, divisions, and sections and with outside agencies.
- Participate, prepare and administer multi-year budgets.
- Manage the preparation and prioritization of multi-year Capital Improvement Programs.
- Manage the development of plans and estimates for construction and major repair of electrical systems, including underground and overhead transmission and distribution lines, street lights, substations, communications, generation and related facilities.
- Manage the development of professional contracts with consultants and other utilities agencies; monitor the implementation of such contracts.
- Manage various engineering and other professional disciplines and functions in accordance with good electric utility practices.
- Review and approve engineering drawings, work orders, and purchase orders.
- Serve as a representative to a variety of City commissions, boards and committees on electric utility matters.
- Direct and manage the automation and technology development and support as it relates to engineering projects.
- Represents Banning Electric Utility to other departments, elected officials, and outside agencies and organizations.
- Participates in the selection of, trains, motivates, supervises and evaluates assigned personnel; provides and/or coordinates staff training; works with employees on performance issues in coordination with Human Resources.
- Perform related duties as assigned.

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### **KNOWLEDGE and SKILLS:**

- Knowledge of retail electric distribution operations and practices.
- Knowledge of applicable City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of personnel administration, preferably in a consumer-owned utility setting.
- Knowledge of management and/or supervision principles.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer, utilizing a variety of software applications.

### **ABILITY TO:**

- Communicate clearly and concisely, orally, and in writing with a diverse population and cultures.
- Plan, direct and coordinate projects within the energy delivery area.
- Manage the preparation of specifications, cost estimates, work schedules, plans, maps and reports.
- Understand and manage complex engineering computations.
- Check, design and supervise the construction of a wide variety of public and private facilities.

**MINIMUM QUALIFICATIONS:** Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance as an Electric Engineering Manager. Example combinations include: A Bachelor's degree from an accredited collegial institution in a related field and/or combination of an Associate's degree from an accredited collegial institution with trades journey level certification in medium or high voltage power electronics, power line, or power communications fields. An advanced level degree in electrical engineering, business, or licensed professional electrical engineer is preferred, with the ability to be registered in the State of California within one year of employment.

**ADDITIONAL REQUIREMENTS:** Must possess and maintain a valid California Driver License. May be required to work outside the traditional work schedule.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:** Work is primarily performed in an office environment requiring prolonged sitting or standing; walking, kneeling, crouching, squatting, stooping, and bending; inputting data into a computer terminal; exposure to computer glare, vibrations, and pitch; lifting, carrying, and regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds in weight; use hands to finger, handle or feel; reach with hands and arms and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.