

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

03/17/2010  
Revised

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**TITLE: UTILITIES ELECTRICAL ENGINEERING MANAGER**  
**UTILITIES ELECTRICAL ENGINEERING MANAGER (NON-CLASSIFIED)**

**DEFINITION**

Under general direction, to plan, assign, supervise and manage professional engineering work as the manager of multiple engineering sections; to develop and administer policies and programs; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Positions designated as Non-Classified are exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

**REPORTS TO:** Utilities Assistant Director / Energy Delivery

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Utilities Assistant Director / Energy Delivery. Exercises general supervision over professional engineering staff, engineering support staff and clerical and technical staff.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- 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.
- Prepare and administer multi-year budgets.
- Manage the preparation and prioritization of multi-year Capital Improvement Programs.
- Select, supervise, train, and evaluate professional and technical subordinates.
- 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 standard 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 technology development and support as it relates to engineering projects.
- Serve as Acting Utilities Assistant Director / Energy Delivery as required.

**QUALIFICATIONS:**

**Knowledge of:**

- Electric Utility operations and practices.
- California General Orders 95, 128 and 165.
- Applicable federal and state laws and regulations.
- Modern developments, current literature and sources of information regarding energy delivery.
- Applicable laws and regulatory codes related to engineering, operations, and construction in the area of assignment.
- Principles and practices of organization, administration, budget and personnel management.
- Technical report writing.
- A variety of related software applications.
- Methods, techniques and standards used in the design, construction and operation of a variety of electric utility and communications projects.
- Principles and practices of electrical engineering, engineering economics and other engineering disciplines used in the electric utility and communication industries.

**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.

**Education and Experience required:**

Education: Equivalent to a Bachelor's Degree in electrical engineering from an accredited college or university, or a Master's Degree in civil, mechanical or other related engineering field. The completion of post-graduate courses related to electric utility engineering is highly desirable.

Experience: Five years of experience in professional engineering work with management level responsibilities in an electric utility agency.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENTS**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Registration in California as a professional engineer or the attainment of registration within one year of employment.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Electrical Engineering Manager

**TO:** Utilities Assistant Director/Energy Delivery