

**ASSOCIATE ENGINEER (SUBSTATION)  
(NON CIVIL SERVICE)  
SALARY: \$4,995 - \$7,667 PER MONTH (DOQ)  
PLUS AN EXCELLENT BENEFITS PACKAGE WHICH INCLUDES  
8% EMPLOYEE CONTRIBUTION TO PERS  
FINAL FILING DATE: IMMEDIATE OPENING**

**DEFINITION:** Under general supervision, to perform professional electrical engineering work in the design investigation and construction of public utility system and capital improvement projects; including SCADA, RTU and related substation power-supply and support facilities; to plan and participate in the operation, maintenance and repair of the system; the work will be related to the various activities associated with substations, protective relay system, fiber optics, communication systems, and other related systems.

**SUPERVISION RECEIVED AND EXERCISED:** Administrative direction is provided by the Engineering Manager. May receive guidance from Electrical Engineer.

**EXAMPLES OF DUTIES:** Duties may include, but are not limited to the following:

To perform semi-complex professional engineering work under close supervision; work within limits of approved plans, programs, budgets, policies, standards and established procedures; Provide electrical background information and documentation for management consideration on various projects; Perform administrative and field supervisory work necessary to coordinate the development, installation and maintenance of electric department's SCADA, communications, relay and control equipment; Perform studies of technical and economic feasibility and related studies pertaining to proposed and existing system facilities; Participate in the conduct of multiple complex electric utility Capital Improvement Projects including preparation of plans, cost estimates, construction schedules, material lists, specifications and bid contract documents; Participate in development and implementation of all data-base modifications in computer directed control systems for station equipment additions, modifications and/or deletions for current system operation; Assist in analysis and remedy of major equipment failures, station service interruptions, and safety problems; Interface on a regular basis with Engineering and (T&D) Transmission & Distribution divisions of the Light & Power Department to assist in the development and implementation of goals, objectives, policies and priorities; Prepare detail design and construction drawings for rebuilding or adding to electrical generation, transmission or distribution facilities; Prepare specifications and detailed material lists; Perform short circuit studies; drafting work and prepare records and reports.

**QUALIFICATIONS:**

**Knowledge of:**

General principles and practices of electrical engineering, and data processing, including electrical circuits, AC/DC electrical power supplies and supervisory controls. Knowledge of single phase and balanced three phase circuits, motors, transformers, generators, per-unit calculations, system capacitance, series impedance, voltage and current relations in a electrical system, system stability, fault conditions using symmetrical components, load flow studies and system protection. Modern methods and techniques used in maintaining and operating a wide variety of substation and central control systems, protective relay systems, SCADA systems and communication equipment.

**Ability to:**

Communicate effectively with a variety of personnel and establish/maintain effective working relationships. Working knowledge of functional, operational and testing principles of solid-state electronics, solid-state and electro-mechanical controls, and real time computer systems. Understand technical graphs, charts, legal property descriptions, engineering records and maps; do drafting and prepare maps and graphs; read wiring diagrams and prepare accurate reports. Be able to operate the SCADA system and AutoCAD.

**EXPERIENCE AND EDUCATION:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include:

**Experience:** A minimum of four years of Electrical Engineering experience involving substation planning, design and construction; power system protection and substation automation. Engineering experience in a public or private electric utility is desirable.

**Education:** A Bachelor's Degree from an accredited college or university in Electrical Engineering related to the area of assignment.

**LICENSE AND/OR CERTIFICATE:** Possession of Engineer-in-Training (EIT) Certificate is required. Eligibility for professional registration in California as Electrical Engineer is highly desirable. Possession of a valid Class C California driver's License and a satisfactory driving record.

**Applications are available and must be submitted to:**

**CITY OF VERNON  
PERSONNEL  
4305 Santa Fe Avenue, Vernon, CA 90058  
(323) 583-8811 Ext. 323, Job Hotline (323) 826-1412  
Monday through Thursday, 7 a.m. to 5:30 p.m.**

## EMPLOYMENT INFORMATION

- APPLICATIONS:** Applications must be filled out completely and must clearly show that the minimum qualifications are met. All statements made on the application are subject to investigation and verification. Resumes/facsimiles are not accepted in lieu of an official City application.
- MEDICAL STANDARDS:** A job related medical examination and drug screen, at City expense by a City designated physician is required.
- WORK SCHEDULE:** 4/10 plan. (Monday through Thursday, 7:00 a.m. - 5:30 p.m.)
- VACATION:** After 1st year of service 80 hours (8 days)  
After 5 years 100 hours (10 days)  
After 10 years 120 hours (12 days)  
After 15 years 160 hours (16 days)
- HOLIDAYS:** Approximately 11 holidays per year.
- INSURANCE:** Medical, Dental, Vision and Life Insurance coverage is available to employees and dependents. The City pays all premiums except dependent vision care (available at a minimal fee). City contributes \$35.00 per month towards auto insurance with proof of insurance coverage.
- RETIREMENT:** Public Employees Retirement System (*PERS*). City pays employee contribution.
- CREDIT UNION:** Employee credit union is available.
- DEFERRED COMPENSATION:** 457 plan available.
- TUITION REIMBURSEMENT:** Available to those employees who satisfactorily complete job related college courses (**\$2,200 per fiscal year**) after successful completion of their one year evaluation period.
- LONGEVITY PAY:** On completion of **5** uninterrupted years of service full-time employees will receive an additional **5%** longevity increase.

## EMPLOYMENT CONDITIONS

No employee shall knowingly or intentionally engage in or permit any employee of the City of Vernon to engage in, the smoking of tobacco products in an enclosed space operated by the City of Vernon. Employees who desire to smoke must do so during rest and lunch breaks away from the premises.

The City of Vernon does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services.

All employment positions in the City of Vernon are Non-Civil Service.

All appointments are made by the City Council. Persons employed by the City of Vernon serve at the will and pleasure of the City Council, do not have any property or vested right to their position and may be terminated at any time without cause or recourse.

The City has a nepotism policy, which may preclude employment of certain family members of current employees of the City.

All new employees serve a minimum one year evaluation period.

The information herein does not constitute either an express or implied contract and these provisions are subject to change.