

EMPLOYMENT OPPORTUNITY

The Resort Improvement District No. 1 is accepting Applications for Employment for the following position:

Power Generation Superintendent

General Job Description: Under general supervision of the General Manager, the Power Generation Superintendent is responsible for the operation and maintenance of the above ground and underground electrical system power lines and electrical distribution systems, and performs related duties.
See job description below
Must have completed high school or its equivalent.
Must have knowledge of SCADA and electrical usage data recording and storage equipment.
Must have completed an apprenticeship program or recognized journeyman status or certified electrical worker classification approved by the District's General Manager.
Must live within one hour of Shelter Cove/District boundaries.

Salary Range: \$38.17 starting negotiable depending on experience.

Benefits Package: Paid vacation, sick, PERS retirement, medical, dental, vision and life insurance.

Successful applicant must be able to pass a pre-employment drug, alcohol screen and physical test.

Application deadline: Open until filled.

Applications available on the District's website:

www.sheltercove-ca.gov and at the District office:

Resort Improvement District Office
9126 Shelter Cove Road
Shelter Cove,
Whitethorn, CA 95589
M – F 8:00 AM to Noon
1:00 PM to 4:00 PM

RESORT IMPROVEMENT DISTRICT NO. 1
Shelter Cove Sewer and Other Facilities Maintenance District No. 1

POLICY TITLE: **Job Description: Power Generation Superintendent**

POLICY NUMBER: **2398**

Description: Under supervision of the General Manager, the Power Generation Superintendent is responsible for the operation and maintenance of the above ground and underground electrical system power lines and electrical distribution systems, and performs related duties.

Essential Functions and Duties

1. Plan the repair and maintenance of all plant equipment and the electrical distribution and transmission system.
2. Plan the construction of new electrical services; providing input and recommendations to the improvement and/or modernization of the electrical utility system.
3. Conduct generation plant operations; developing methods and procedures of system operations and training subordinate personnel; preparing routine operating records and reports.
4. Direct the preparation of reports, correspondence, plant log entries, and other such duties as may be directed.
5. Make regular inspections of the generation plant equipment, and other vital system infrastructure, such as key transformers and switching gear.
6. Maintain, evaluate and utilize testing equipment, develop plant operation reports and plant cost reports.
7. Make decisions regarding the need for and nature of adjustments and changes in plant operation to gain improvement in efficiency and economy.
8. Order necessary equipment, parts, and supplies for the electrical plant with approval of the General Manager.
9. Assist in the preparation of the District operating and maintenance (O&M) budget, including but not limited to, electrical plant operations, buildings O&M, electrical transmission and distribution system.
10. Provide daily supervision, guidance, and direction to subordinate members of the electrical utility department and actively participates in maintenance, installation and repair projects.
11. Perform yearly job performance evaluations of the electrical personnel. All results will be presented to the General Manager for discussion.
12. Set and emplace guy poles and install cross arms and brackets and string lines.
13. Install line equipment such as transformers, switches, cut-outs, disconnects, lightning arrestors, insulators, circuit breakers, street light fixtures, and other line apparatus.
14. Install, hook up, and maintain transformers.
15. Install, remove and repair conductors.
16. Remove old poles and fixtures, and replace same if required.
17. Transfer energized primary lines.
18. Make emergency repairs on primary and secondary wires and transformers.
19. Test pole lines and other facilities.
20. Trim trees to clear lines, and/or provide supervision to CDF crews and contracted arborists to do the line clearing.
21. Perform underground electrical cable work.
22. Trouble-shoot system and electrical problems.

23. Assist the General Manager in the preparation of reports, correspondence, daily log entries, planning and other such duties as may be directed.
24. Establish and maintain cooperative relationships with those contacted in the course of work.
25. Perform duties of Wastewater Plant and Water Plant Operator and General Laborer when necessary.
26. Read and interpret construction plans and written instructions.
27. Maintain, evaluate and utilize technical and administrative reports.
28. Supervise others, work with and instruct subordinates in safety and other areas as necessary.

Secondary Functions (or ability to learn)

1. Approved by the General Manager and the Water/Wastewater Superintendent a training program that would qualify the electrical personnel for on-call duties pertaining to RID certified Water/Wastewater Operator classification.
2. Work overtime and take standby and emergency responsibilities on a rotational basis with other field personnel.
3. Under the direction of the General Manager the electrical personnel may be directed from time-to-time in assisting the Water/Wastewater Superintendent in special projects and emergency situations.
4. Perform other duties as assigned.

Required Knowledge, Skills, and Abilities

1. Must have completed high school or its equivalent.
2. Must be computer and network/internet literate.
3. Should have the ability to understand and carry out oral and written direction, and maintain cooperative and professional relations with the public at all times.
4. Should be organized and accurate with a solid understanding of basic English, simple bookkeeping practices and math at a level required for successful job performance.
5. Be able to assume responsibility for carrying out and explaining electrical operations, methods and procedures to subordinate personnel.
6. Use and care for tools and equipment.
7. Knowledge of SCADA (Supervisory Control and Acquisition System) and electrical usage data recording and storing equipment.

Training and Experience

1. Must have completed an apprenticeship program or recognized journeyman status or certified electrical worker classification approved by the District's General Manager.
2. Operate trucks, tractors, backhoes, and various types of construction equipment.
3. At least five (5) years of District experience in the Electric Department is desirable.

Special Requirements

1. May work odd shifts, weekends or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events and chlorine breaks.
2. Must live within one hour of Shelter Cove / District boundaries.

Licenses and Certificates

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards is a condition of continuing employment.
2. Should possess a valid and appropriate Class A California Driver's License with airbrake endorsement.
3. Must acquire basic American Red Cross First Aid/CPR/AED certificates during the initial year of employment.

Essential Physical Abilities

1. Pass a pre-employment medical examination and drug screening.
2. Lift and carry fifty (50) pounds.
3. Perform strenuous manual labor, often in inclement weather.
4. Work in confined areas such as manholes for an extended period of time.
5. Climb poles and work at various heights above the ground installing and replacing primary and secondary voltage lines and line equipment while distribution primaries are energized.

Compensation and Benefits

1. Full time position.
2. Six month probationary period.
3. Fringe benefits package outlined in the RID/ IBEW Union MOU. See Exhibit "B-1", Hourly Wage Schedule.