



**CITY OF JACKSONVILLE BEACH**  
invites applications for the position of:

## **Electrical Engineering Project Supervisor**

**SALARY:** \$68,036.80 - \$110,302.40 Annually

**OPENING DATE:** 02/24/17

**CLOSING DATE:** 03/13/17 04:00 PM

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs complex professional and difficult administrative work planning, organizing and supervising the design, installation and/or implementation and maintenance of the electrical transmission, distribution; graphical information system (GIS) and outage management systems (OMS) and does related work as required. Work is performed under the general supervision of the Director of Beaches Energy. Supervision is exercised over department employees involved in various projects.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, directing and supervising the design, review, and approval of the installation or implementation of the electrical transmission system, distribution system, GIS system and outage management system (OMS); analyzing system operations, load and needs; preparing and maintaining engineering records and files.**

- Manages, oversees and coordinates all aspects of a project from initial planning through completion of a project;
- Manages the execution and review of all scope of work, terms and conditions in contracts including cost control, delivery fulfillment, quality of service and other requirements as they arise.
- Demonstrates ability to work with a team and motivate the team to achieve project deadlines and provide leadership and mentorship to team members;
- Exercises strong problem solving skills using a methodical approach and ability to create consensus among different stakeholders;
- Manages external engineering consultants;
- Evaluates, reviews and assigns project tasks to department staff;
- Receives and reviews developer's plans for proper design and compliance with City standards, codes and ordinances;
- In conjunction with the Engineering Supervisor, determines internal and external system changes and extensions necessary to serve projects; assigns project to appropriate staff and establishes

schedules;

- Ensures that all necessary information and data is available;
- Reviews progress and status of projects, approves pay estimates for contractors;
- Reviews plans and equipment specifications, evaluates bids and recommends approval;
- Reviews preliminary and final building and site plans for code and system requirements;
- Resolves customer complaints, provides technical advice to customers and electricians;
- Assists in the preparation and administration of operating and capital budgets;
- Oversees the preparation and maintenance of electric system maps and files;
- Utilizes Geographic Information System (GIS) software and technology and ability to extract data and recommend reactionary strategies in response to GIS analysis;
- Works in conjunction with CADD drafters and technicians;
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the practices, methods and techniques used in electric power engineering; thorough knowledge of federal, state and local laws, ordinances, rules and regulations

relating to electric system construction, operation, and maintenance; thorough knowledge of the National Electrical Code, National Electrical Safety Code and Florida rules relating to utilities; thorough knowledge of computers and computer aided drafting, electrical test meters and

instruments; ability to plan projects, conduct research, prepare cost estimates and make inspections; ability to make clear and concise oral and written reports; ability to prepare and maintain clear and accurate records; ability to establish and maintain effective working relationships with contractors, developers, fellow employees, subordinates and the general public.

### **EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with a degree in Electrical Engineering and extensive experience in electrical system design and operation including considerable supervisory experience.

### **PREFERRED**

Extensive experience (10 years or more) in electrical system design and operation including considerable supervisory experience. Extensive experience (6 or more years) in the management of the operation of outage management systems (OMS) to include implementation, testing and configuration and ongoing maintenance. Extensive experience (8 or more years) supervising GIS functions (graphical information systems – ARCGIS, ESRI, etc.) as it relates to data integrity, standards, data exports to other department systems, data entry and corrections, model connectivity, etc. Considerable experience (6 years or more) related to SCADA operations at an electric utility as well as extensive knowledge of secure ICCP (Inter-control Center Communications Protocol).

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the State of Florida. Registration as a Licensed Professional Electrical Engineer in the State of Florida is required.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://WWW.COJB.JOBS>

Position #00024  
ELECTRICAL ENGINEERING PROJECT SUPERVISOR  
AH

11 North 3rd St  
Jacksonville Beach, FL 32250  
904-247-6263

[Personnel@jaxbchfl.net](mailto:Personnel@jaxbchfl.net)

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### Electrical Engineering Project Supervisor Supplemental Questionnaire

- \* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Copying and pasting your resume or stating "see resume" does NOT fulfill the requirements of the question. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental questions truthfully and certify that your responses can be verified from information included within the application?  
 Yes    No
  
- \* 2. Do you have a valid motor vehicle operator license that is not under suspension/revocation or restricted under any pending or current citations/court proceedings? Please indicate which license you possess.
  - A valid Class A Commercial Driver License (CDL)
  - A valid Class B Commercial Driver License (CDL)
  - A valid Class C Commercial Driver License (CDL)
  - A valid Class E Driver license
  - My license is currently invalid
  - I do not possess any type of driving license
  
- \* 3. Are you a Licensed Professional Electrical Engineer in the State of Florida?  
 Yes  
 No
  
- \* 4. If you answered 'Yes' to the previous question, please provide your Professional Engineer license number. If no, type N/A.
  
- \* 5. How many years experience in electrical system design and operation, including supervisory, do you have?
  
- \* 6. Where did you obtain the experience described in the previous question? Please list the organizations and your job title(s). if you do not have this experience please type N/A.
  
- \* 7. How many years experience do you have in management and operation of outage management systems (OMS), to included implementation, testing, configuration and ongoing maintenance?
  
- \* 8. Where did you obtain the experience described in the previous question? Please list the organizations and your job title(s). if you do not have this experience please type N/A.
  
- \* 9. How many years experience do you have in supervising GIS functions (graphical information systems – ARCGIS, ESRI, as it relates to data integrity, standards, data exports to other department systems, data entry and corrections, and model connectivity?

- \* 10. Where did you obtain the experience described in the previous question? Please list the organizations and your job title(s). if you do not have this experience please type N/A.
  
- \* 11. How many year experience do you have related to SCADA operations at an electric utility as well as extensive knowledge of secure ICCP (Inter-control Center Communications Protocol).
  
- \* 12. Where did you obtain the experience described in the previous question? Please list the organizations and your job title(s). if you do not have this experience please type N/A.
  
- \* Required Question