

APPLY IN PERSON:

Employment Information Center (8am-5pm, Monday-Friday)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A, San Diego, CA 92101
WEBSITE: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107
24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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**#T2872 POWER PLANT SUPERVISOR
MONTHLY SALARY: \$4611 to \$5567**

APPLICATION FILING PERIOD: FIRST DATE: August 7, 2009

LAST DATE: September 10, 2009

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. Persons may apply only once during this application filing period. Future application filing periods may be announced.

A 5% additional salary may be paid when an extended period of night or unusual shift work is required.

THE POSITION(S): Power Plant Supervisors plan, assign and supervise the operation, repair, and maintenance of power plant machinery, equipment and boilers. Duties include scheduling, assigning and participating in the work of skilled technicians and other workers in the maintenance of methane/natural gas engine generators and boilers; troubleshooting and diagnosing problems such as switch gear malfunctions, defective circuit breakers, and power grid problems with compressors, VFD pumps, instrumentations, PLC, engine controls and boiler malfunctions; using computers for entering data and monitoring power plant engine emissions for compliance with Air Pollution Control District (APCD) standards; ensuring compliance with schedules for inspecting, servicing, lubricating and maintaining plant equipment; enforcing safety regulations, keeping records and preparing reports; rating the work performance of subordinates; estimating and coordinating power sales; and performing related work.

REQUIREMENTS: You must meet the following requirements by the last date to apply, unless otherwise indicated.

Experience: Five years of full-time journey-level experience troubleshooting, repairing, and maintaining large engines (600 horsepower or higher), high voltage electrical systems (440 volts or higher), or steam or hot water boilers (250 horsepower or higher).

NOTE: Successful completion of an Associate Degree, state-accredited apprenticeship program, or an equivalent level community college certificate program in Electricity, Electronics Technology, Equipment Mechanics or Marine Engineering may be substituted for one year of the required experience. **Applicants substituting education or apprenticeship training for experience lacked must submit a copy of their degree or certificate at time of application.**

HIGHLY DESIRABLE:

1. Experience maintaining power generating plant switch gears and boilers.
2. One year of full-time supervisory experience. Experience should reflect responsibility for the full range of supervisory duties including employee selection, training, evaluation, commendations, and discipline.

LICENSE: A valid California Class C Driver's License may be required at the time of hire.

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete/submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

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THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, candidates certified to the hiring department will be contacted for an interview

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SUPPLEMENTAL QUESTIONS: In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be **rejected**. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g. specify the employer, educational coursework, training classes); and provide comprehensive information regarding what duties you have performed. Please only apply if you meet or exceed the employment requirements.

1. Indicate in which of the following options you are meeting the EDUCATION/CERTIFICATION/REGISTRATION requirement. **You must submit proof of degree or current certification/registration to the Personnel Department.** Specify if you have successfully completed an Associate degree, state-accredited apprenticeship program or an equivalent level community college certificate program in Electricity, Electronics Technology, Equipment Mechanics or Marine Engineering. Indicate in what areas you have certifications.
2. Describe your full-time journey-level experience troubleshooting, overhauling, repairing, and maintaining: large engines (600 horsepower or higher); high voltage electrical systems (440 volts or higher); operating and maintaining methane/natural gas engines, generators, boilers; power plant equipment; high voltage electrical equipment and computerized control systems or PLC's, and/or boilers (250 Horsepower or higher).
3. Describe the special tools you have used in repairing mechanical, high voltage electrical systems and instrumentations.
4. Describe your qualifications (experience/education/training) troubleshooting, repairing, maintaining, and overhauling, in each of the following areas and specify which employers can verify information provided. Please write "None" if you do not have any qualifications in a specific area.
 - a. Large Engines (600 Horsepower or larger).
 - b. High Voltage Electrical Systems (440 Volts or higher)
 - c. Boilers (250 Horsepower or higher, steam or hot water)
 - d. Instrumentation and Controls
 - e. Air/Gas Compressors (Vane or reciprocating)
3. Describe your lead/supervisory experience in the areas listed below. Indicate the name of the employer in which these duties were performed. Specify the percent of time you performed these duties. If you do not have any experience in a requested area, write "None".
 - a. Scheduling assigned functions and ensuring that work is performed correctly; reviewing/signing time cards.
 - b. Interviewing, selecting, and/or recommending qualified personnel for subordinate positions.
 - c. Providing orientation and on-the-job training to ensure that responsibilities are understood by subordinates.
 - d. Monitoring, and evaluating the performance of employees through evaluations which you have written, signed and administered.
 - e. Recommending/administering personnel actions for employee recognition, counseling, and/or discipline.
 - f. Develop workflow processes; review and implement changes to improve workflow.

JEK/August 7, 2009/Class 1718

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "EXCELLENCE IN PERSONNEL SERVICES"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER