

RESOLUTION NO. 91-52

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A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE RECLASSIFICATION AND SALARY OF ELECTRIC LOAD DISPATCHER  
TO UTILITY OPERATIONS SUPERVISOR

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RESOLVED, that the Lodi City Council does hereby approve the reclassification of Electric Load Dispatcher to Utility Operations Supervisor, as shown on Exhibit A attached hereto; and

RESOLVED, that said classification shall be a mid-management level position; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective March 20, 1991:

Utility Operations Supervisor				
A	B	C	D	E
3637.59	3819.46	4010.43	4210.96	4421.50

Dated: March 20, 1991

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I hereby certify that Resolution No. 91-52 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None

*Alice M. Reimche*  
Alice M. Reimche  
City Clerk

UTILITY OPERATIONS SUPERVISOR**EXHIBIT A**DEFINITION:

Under general direction, supervises, plans, and directs the activities of the Utility Operations Division. Programs and maintains computer-based records and SCADA systems. Provides administrative direction and technical assistance and training to division staff, and does related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory level position responsible for the operation and control of the electric and water utility system. The Utility Operations Supervisor is distinguished from Operations staff by the extent of technical and working knowledge of electric and water utility systems, their components, devices and functions, including computer-based SCADA, data, records, and mapping system operation, programming and troubleshooting, and the application and operation of personal computers.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Assistant Electric Utility Director or designee.

Supervises Utility Service Operators and Electric Data Technician/Relief Operator and others as assigned.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Coordinates systems' configuration with the Electrical Engineering and Public Works Department supervisors.

Coordinates switching schedules with the Electric Utility Supervisor. Assumes responsibility for operation of the electric and water utility plant.

Manages the development and issuance of switching orders and clearances in accordance with established procedures.

Programs and maintains SCADA system software and custom displays.

Develops applications software.

Performs first-degree maintenance on supervisory and control equipment.

Directs and monitors the development and maintenance of maps, schematics, diagrams and databases.

Manages the preparation of reports regarding electric and water system operations.

Analyzes electrical and water data to redistribute systems to affect economics.

Responsible for ensuring effective operation of radio telephone transmitting and receiving equipment.

Coordinates service on the Department's mobile radio telephone equipment and maintains appropriate logs.

Evaluates relay, breaker, and fuse operations and takes proper remedial action.

Reviews and verifies data on interruption reports.

Assists in developing safety practices for the protection of personnel.

Trains, supervises, manages, and evaluates operating and technical personnel.

Coordinates shift schedules and approves timecards.

Participates in budget preparation.

Implements the Division's policies, procedures, and practices.

Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of the operation of electric distribution systems, and water production systems.  
Electrical switching procedures and practices and electrical switching equipment.  
Potential hazards involved to life and property resulting from switching operations.  
Principles of supervision, training, and performance evaluation.  
Safe work practices.  
Record keeping and reporting procedures.

Ability to:

Plan, organize and manage the day-to-day activities of the Operations/Data-Records Division.  
Work independently.  
Prepare operating procedures and policies and develop standard safety practices.  
Train and evaluate personnel in operating and technical applications and procedures.  
Make electrical calculations both single and three-phase and other related arithmetical calculations.  
Maintain work and operations records and prepare technical reports.  
Program and maintain a computer-based SCADA system.  
Develop applications of computer software for various Division functions and reports.  
Implement, develop and maintain computer-aided data, records and mapping systems.  
Read and interpret gauges, charts, instruments and other measuring devices and recognize unsatisfactory conditions.  
Establish and maintain cooperative working relationships with those contacted in the course of work.  
Learn, understand, and implement the operations and procedures of the Electric Utility, in conjunction with those of various City departments such as Public Works, Police, and Fire.  
Prepare clear, concise and complete technical documents, reports and correspondence.  
Communicate clearly and concisely.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school supplemented with computer programming courses.

Experience:

Three (3) years experience as an electrical distribution substation operator including the operation and programming of personal computers and computer-based control systems, with progressively responsible work in the area of system operation, two (2) years of which were in a lead capacity.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

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