

# EMPLOYMENT OPPORTUNITY

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

## Electrical Utility Superintendent

General Job Description:  
See attached job description

Under supervision of the General Manager, the Electrical Utility 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.

Must have completed high school or its equivalent.

Must have completed an apprenticeship program or recognized journeyman status or certified electrical worker classification approved by the District's General Manager.

Salary Range: \$32.58 to \$53.22

Apply on or before February 24, 2014.

Applications available on the District's website:

[www.sheltercove-ca.gov](http://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

Posted 1/23/14:  
Resort Improvement District Office  
General Store  
District Website

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

**POLICY TITLE:**                   **Job Description: Electrical Utility Superintendent**

**POLICY NUMBER:**           **2398**

**Description:** Under supervision of the General Manager, the Electrical Utility 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.

**RESPONSIBILITIES INCLUDE:**

Planning the repair and maintenance of all plant equipment and the electrical distribution and transmission system.

Planning the construction of new electrical services; providing input and recommendations to the improvement and/or modernization of the Electrical Utility System.

Conducting generation plant operations; developing methods and procedures of system operations and training subordinate personnel; preparing routine operating records and reports.

Directs the preparation of reports, correspondence, plant log entries, and other such duties as may be directed.

Makes regular inspections of the generation plant equipment, and other vital system infrastructure, such as key transformers and switching gear.

Maintains, evaluates and utilizes testing equipment, develops plant operation reports and plant cost reports.

Makes decisions regarding the need for and nature of adjustments and changes in plant operation to gain improvement in efficiency and economy.

Orders necessary equipment, parts, and supplies for the electrical plant with approval of the General Manager.

Assists 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.

Provides daily supervision, guidance, and direction to subordinate members of the electrical utility department and actively participates in maintenance, installation and repair projects.

CROSS TRAINING: 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 worker classification.

Under the direction of the General Manager the electrical personnel may be directed from time-to-time in assisting the Water/Wastewater Utility Superintendent in Special Projects and Emergency situations.

Shares standby and emergency responsibilities with other field personnel.

Must have the ability to perform the following duties:

1. 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.
2. Set and emplace guy poles and install crossarms and brackets and string lines.
3. Install line equipment such as transformers, switches, cut-outs, disconnects, lightning arrestors, insulators, circuit breakers, street light fixtures, and other line apparatus.
4. Install, hook up, and maintain transformers.
5. Install, remove and repair conductors.
6. Remove old poles and fixtures, and replace same if required.
7. Transfer energized primary lines.
8. Make emergency repairs on primary and secondary wires and transformers.
9. Test pole lines and other facilities.
10. Trim trees to clear lines, and/or provide supervision to CDF crews or contracted arborists to do the line clearing.
11. Perform underground electrical cable work.
12. Trouble-shoot system and electrical problems.
13. Be able to assume responsibility for carrying out and explaining electrical operations, methods and procedures to subordinate personnel.
14. Order necessary equipment, parts, and supplies for the operation of the Electrical Department or for planned projects with the approval of the General Manager.
15. Assist the General Manager, , in the preparation of reports, correspondence, daily log entries, planning and other such duties as may be directed.
16. Assist in preparation of the District Electrical Utility Operations & Maintenance Budget.
17. Make decisions regarding need for and nature of adjustment and changes in electrical operations to gain improvement in efficiency and economy.
18. Monitor all new construction, modifications, and/or repairs to District facilities and make inspections as required.
19. Perform yearly job performance evaluations of the Electrical Personnel. All results will be presented to the General Manager for discussion.

**Minimum Qualifications:**

1. Must have completed high school or its equivalent.
2. Must have completed an apprenticeship program or recognized journeyman status or certified electrical worker classification approved by the District's General Manager.
3. At least 5 years of District experience as Senior Utility Worker.

**Desirable Qualifications:** Should have the ability to:

1. Maintain, evaluate and utilize technical and administrative reports.
2. Supervise others, work with and instruct subordinates in safety and other areas as necessary.
3. Read and interpret construction plans and written instructions.
4. Use and care for tools and equipment.
5. Operate trucks, tractors, backhoes, and various types of construction equipment.
6. Apply first aid and artificial respiration.
7. Lift and carry fifty (50) pounds.
8. Perform heavy manual labor.
9. Work in confined areas such as manholes for an extended period of time.
10. Tolerate changes in outside temperature from winter to summer.
11. Establish and maintain cooperative relationships with those contacted in the course of work.
12. Perform other job duties as may be required.
13. Ability to possess a California Class A driver's license.
14. Perform duties of sewer and water operator and utility worker when necessary.

Adopted: January 22, 2014

**RESORT IMPROVEMENT DISTRICT NO.1**

(An Equal Opportunity Employer)

9126 Shelter Cove Rd

Whitethorn, CA 95589

Application for Employment - (Pre-Employment Questionnaire)

**PERSONAL INFORMATION**

<b>Date:</b>		<b>Social Security #:</b>		
<b>Name:</b>	LAST	FIRST	MIDDLE	
<b>Present Address:</b>				
No.	STREET	CITY	STATE	ZIP
<b>Permanent Address if different from above:</b>				
No.	STREET	CITY	STATE	ZIP
<b>Mailing Address:</b>				
No.	STREET	CITY	STATE	ZIP
<b>Phone No.:</b>		<b>Are you 18 years of age or older?</b>		
<b>Are you prevented from lawfully becoming employed in this country because of visa or immigration status?</b>				
<b>EMPLOYMENT DESIRED</b>				
<b>Position:</b>		<b>Date you can start:</b>	<b>Salary Desired:</b>	
<b>Are you presently employed?</b>		<b>If Yes, may we contact your present employer?</b>		
<b>Ever applied here before?</b>			<b>When?</b>	
<b>Referred by:</b>				
<b>EDUCATION</b>				
	Name & Location of School	Did you graduate?	Subjects studied	
Grammar				
High School				
College				

Trade, Business or Corres. School			
<b>GENERAL</b>			
Subjects of special study or research work:			
Special Skills:			
Activities (Civic, Athletic, Etc.):			
<small>EXCLUDE ORGANIZATIONS, WHICH INDICATE THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.</small>			
US Military or Naval Service:	Rank:	Present membership in National Guard or Reserves:	

*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 25, 1991.*

<b>FORMER EMPLOYERS</b> (list below last three employers, starting with last one first)				
Date MM/YY	Name/Address/Phone of Employer	Salary	Position	Reason for leaving
From				
To				
From				
To				
From				
To				
Which of these jobs did you like best?				
What did you like the most about this job?				
<b>REFERENCES</b> (Give the names of three people not related to you, whom you have known at least one year).				
Name/Address/Telephone		Business	Years Known	

In Case of Emergency, notify:		
Name/Address	Phone	

I certify that all the information submitted by me on this application is true and complete and I understand that any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that employment and compensation can be terminated, with or without cause, and with or without notice, at any time at either my or the RID's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the RID

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE:

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