



**CITY OF CEDAR RAPIDS**  
invites applications for the position of:

## **Utilities Electrical Engineer I/II**

**SALARY:** \$73,403.20 - \$113,422.40 Annually

**OPENING DATE:** 10/14/22

**CLOSING DATE:** 10/28/22 04:00 PM

**DESCRIPTION:**

Are you a seasoned Utilities Engineer with a variety of experience managing capital improvement projects? **The City of Cedar Rapids is hiring for a Utilities Electrical Engineer I or II.** The successful candidate will be comfortable working with complex engineer design ideation and technical documentation. Prior experience with Utility projects is highly desired. At the City, we are committed to employing individuals who reflect our community's diverse backgrounds and this position is crucial in the success and strategic direction of a growing and evolving community.

We appreciate and leverage the vast experience individuals bring beyond the technical requirements of a job. If you are an individual with similar experience listed here please consider applying. Experience and skills combined with commitment to our core values is key to building a greater community now and for the next generation; therefore, we encourage people from all backgrounds to apply to this position. *Any person who anticipates needing accommodations for any part of the recruitment process please contact Katie Ulmer ([k.ulmer@cedar-rapids.org](mailto:k.ulmer@cedar-rapids.org) or 319-286-5138).*

***What is in it for you?***

The City provides outstanding pay, benefits and time off. With participation in the Wellness Program, the Choice Family PPO plan cost is only **\$63.88 per month for 2022!** **Additionally we offer:**

- Medical co-insurance for participating providers of 90% plan / 10% employee
- Iowa Public Employee's Retirement Pension plans (IPERS) with a 9.44% City contribution and 6.29% employee contribution
- 11 paid holidays per year
- Up to \$3,000 per year in educational assistance
- 4 weeks of paid parental leave
- Annual pay increases
- Typically receive annual cost of living increase depending on budget
- 100% City paid basic life insurance
- Dental, vision, long-term disability, and supplemental life insurance
- View our non-bargaining [Choice Plan Benefits Summary](#).

**Cedar Rapids - Why you should live here!**

**About the position:**

In this role, you will assist Utilities Division staff and other City Departments with the maintenance and troubleshooting of electrical equipment and infrastructure. You will play a vital role in capital improvement projects with development of electrical design and requirements, and other key factors. You will help with the inspection of capital improvement projects as well as advise on energy related policies and concerns.

If you are ready to join a fantastic organization that lets you enjoy a work/life balance, as well as continue honing your skills and knowledge, apply today!

**Position Schedule: Monday-Friday 7:30am-4:30pm****Salary (Based on years of experience and qualifications):**

- I: \$73,403.20- \$99,091.20 annually
- II: \$84,032.00- \$113,422.40 annually

*Successful completion of a pre-employment background check, physical examination (if applicable) and drug screen are required prior to employment with the City of Cedar Rapids. The City of Cedar Rapids does not offer sponsorship for employment authorization.*

**EXAMPLES OF ESSENTIAL DUTIES:**

- Leads and oversees capital improvement projects with development of electrical design and requirements, bid tabulations, preparation of specifications, documents, reports, and construction phases
- Assists with operations and maintenance staff with troubleshooting of electrical equipment failures and implements preventative maintenance practices
- Prepares specifications of engineering and construction service contracts and reviews plans
- Assists with construction administration and inspection of capital improvement projects
- Works with engineering, operation and maintenance staff to develop capital improvement projects
- Advises on energy related policies and concerns
- Prepares professional service agreements for contract design services; prepares and submits grant applications and request for proposals for engineers, contractors, consultants and vendors
- Develops standard utility specifications for electrical components including location of cabling, wire, insulation, motors, variable speed drives and motor control centers
- Develops training, delivers presentations at city meetings, pre-bid meetings, public information meetings, and attends industry association meetings, conferences, and workshops training sessions
- Performs related work as required

**TYPICAL QUALIFICATIONS:****I:****Required Education and Experience**

- Bachelor's Degree in Electrical Engineering and
- A minimum of 3 years of experience in electric utility project management or
- An equivalent combination of education and/or experience
- Proficiency with Microsoft Office

**Desired Qualifications**

- FE/EIT certification
- Certified Energy Manager

**II:****Required Education and Experience**

- Bachelor's Degree in Electrical Engineering and
- Five years of experience in electric utility project management or
- An equivalent combination of education and/or experience
- Proficiency with Microsoft Office

**Required Licenses or Certifications**

- Licensed as a Professional Engineer in the State of Iowa, or if issued by another state, the ability to obtain within 6 months

**Desired Qualifications**

- Certified Energy Manager

## SUPPLEMENTAL INFORMATION:

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cedar-rapids.org/>

Position #NB589/NB319- 10/14/2022  
UTILITIES ELECTRICAL ENGINEER I/II  
KU

101 First Street SE  
Cedar Rapids, IA 52401  
319-286-5000

[k.ulmer@cedar-rapids.org](mailto:k.ulmer@cedar-rapids.org)

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### Utilities Electrical Engineer I/II Supplemental Questionnaire

- \* 1. Please briefly describe your experience in electric utility project management.
- \* 2. Are you currently certified as a Certified Engineer in Training, Engineering Intern, or a Licensed Professional Engineer? If yes, please indicate which and in which state.
- \* 3. Upon employment with the City of Cedar Rapids, any secondary employment outside of the position you are hired for must be approved by the Department Director as well as Human Resources Director. (See Section 2, Subsection 06 (2.06) of the City's Personnel Policy here: <https://bit.ly/CR-206>). Please initial below if you acknowledge that you would adhere to this policy if selected for this position.
- \* 4. What are your salary expectations?
- \* Required Question