

Application Form**Profile****Office Use Only:**☒ Ward 1**Which Boards would you like to apply for?**

Board of Public Utilities: Submitted

Ms./Mr.

Ms.

Sandra

First Name

Polichetti

Middle Initial

Last Name

Home Address

Suite or Apt

Riverside

City

CA

State

Postal Code

Primary Phone

Alternate Phone

Email Address

Southern California Edison

Employer

Substation Maintenance Senior
Supervisor

Job Title

Business Address**Business Phone****Length of residence in City of Riverside****Are you a registered voter of the City of Riverside?**☒ Yes ☐ No**Have you ever been convicted of a crime of moral turpitude?**☐ Yes ☒ No

Do you have adequate time to serve?

☒ Yes ☐ No

*Eligibility requirements per City Charter Article VIII Section 805.

Applications may be screened on the basis of information submitted with this form.

You are welcome to provide a resume and/or letters of endorsement.

Interests & Experiences

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:

I'd like to serve on the Board of Public Utilities in order to enhance my own knowledge of the city of Riverside and how we operate. By utilizing my background and experience in the utility industry, I believe this opportunity will provide the ability to enhance and enrich city engagement as well as grow as a resident of the city of Riverside.

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:

I have over 12 years of experience in the electrical utility industry, most recently within Southern California Edison's Substation Construction & Maintenance Organization as a Substation Maintenance Senior Supervisor. I am experienced in leading craft/union personnel, preparing site specific construction plans, work order packages, engineering assessments, hazardous waste management/environmental oversight, as well as possessing the ability to lead negotiations, job walks, and project execution for Utility Substation Construction projects in a safe and efficient manner. In my most recent roles, I have over 7 years of experience leading people for optimal throughput by implementing strategies to maintain and improve safety, reliability, costs, performance, and customer satisfaction. I am proficient in managing, tracking, and analyzing Substation Construction performance metrics (i.e. scope, schedule, budget, resources, construction, and safety) related to the design and maintenance of the electrical distribution system. I am skilled in building positive relationships and providing exceptional service when working with internal and external clientele by identifying needs, resolving issues, and fostering a positive, inclusive, safe, and accident-free work environment. I also possesses knowledge of the IBEW Local 47 collective bargaining agreement (CBA) and has firsthand experience regarding its application and handling of labor relations issues.

EDUCATIONAL BACKGROUND:

I obtained my master's degree in Business Administration (M.B.A) with a concentration in Organizational Leadership from California State University, Fullerton. I also possess a bachelor's degree (B.A. in Philosophy) as well as formal Project Management training. I hold project management certification and Six Sigma Lean Green Belt certification from the University of California, Irvine and a Women's in Negotiation Certification from the University of California, San Diego.

OCCUPATIONAL EXPERIENCE:

Substation Maintenance Senior Supervisor – Vista Maintenance 2022 – Current Directly responsible for supervising SC&M's Vista Maintenance crew consisting of 9 craft employees (8 Journeyman Substation Electricians and 1 Substation Electrician Apprentice) engaged in safely executing Independent System Operator (ISO) compliance, construction, maintenance, test, repair and operation of substation equipment. • Skilled in preparation of workload forecasting, resource planning and scheduling, and execution of daily work assignments relating to maintenance compliance activities. • Maintains up to date familiarity with safe work practices with specific attention to all current Accident Prevention manual (APM), System Operating Bulletins, System Operating Manual, and Emergency Rules. • Proficient in creating, maintaining, and leading a safe working environment which includes promoting communication and the understanding of information by inviting discussion and encouraging open and candid dialogue. •

Performing crew visits and spot check recordkeeping in order to promote quality of workmanship while also maintaining all equipment in the Villa Park AOR under SC&M Maintenance and Inspection Manual (MIM) policies and procedures. Substation Maintenance Senior Supervisor – Villa Park Maintenance Developmental Assignment 2021 Directly responsible for supervising SC&M's Villa Park Maintenance crew consisting of 7 craft employees on a 6 month developmental assignment. • Maintain and continuously improve department safety culture and inclusive work environment by developing employees and empowering individuals. • Develop and execute short and long-term business plans and resource strategies to meet anticipated needs considering safe, reliable, affordable energy for SCE consumers. • Manage Operations & Management (O&M) and capital budgets by prioritizing substation infrastructure replacement and maintenance for the AOR and reporting to senior management on a consistent basis. Construction and Substation Senior Supervisor – SC&M Transformer & Oil Filled Electrical Equipment (TOFEE) 2019 – 2021 Directly responsible for supervising SC&M's Transformer and Oil-Filled Electrical Equipment (TOFEE) crew consisting of 10 craft employees engaged in safely and correctly salvaging substation equipment, providing Sulfur Hexafluoride (SF6) support for Substation Maintenance, as well as managing the SF6 Consolidation Hub located at Westminster Combined Facility Large Apparatus Repair Shop (LARS) (with a footprint of over 63,000 square feet). • Skilled in preparing and implementing detailed reports on shop activities, providing technical support, inspecting in progress, and completed work, as well as establishing and coordinating schedules on various activities within the shop and SF6 Consolidation Hub. Proficient in optimizing SC&M operations activities including resource utilization, crew productivity, safe work practices, and compliance to customer communications protocol. • Successful ability to meet established goals as they relate directly to the SCE and the SC&M organization Pathway to 2045 White Paper including Environmental Regulations established by California Air Resource Board (C.A.R.B.), Air Quality Management Districts (AQMD), and the Environmental Protection Agency (E.P.A.) by reducing and reporting on SF6 Greenhouse Gas Emissions. • Successfully led and organized the SF6 team which included cross collaboration between maintenance supervisors, technical experts, construction senior managers, and engineers to update the SF6 material specification that had not been updated since 1977 for compliance mandates and reporting requirements. • Edison Representative responsible for managing concurrent transformer dismantlement projects (220kV- 500kV A and AA-Banks) in the field (onsite at substation locations) by applying project management tools and techniques that allow successful oversight of contractors in all aspects of project execution including safety and environmental (hazardous waste management) policies and procedures. • Handles performance reviews, develops performance expectations, and provides developmental feedback and training to craft crew personnel. • Successfully experienced in maintaining a safety conscious work environment by following Edison safety protocols and safe work practices. Substation Construction Project Manager - SC&M Construction Management 2017 – 2019 As a Substation Construction Project Manager (CPM), Sandra provided superior leadership skills to the Transmission Substation & Operations Organization by demonstrating effective project management techniques, long term strategic planning, oversight of schedule development, and the ability to successfully provide direction to the organization as a whole. • Managed strategic forecasting to capture future projects, determine which projects will be constructed by contracted resources, ensure a successful handoff to Transmission Project Delivery of those projects, and provide forecasted staffing requirements as appropriate to execute the workload. • Executed both strategic and long-term strategies, policies, projects, and program plans to ensure system reliability and compliance with FERC, CAISO, CPUC, and CPSCD maintenance and inspection regulations. • Demonstrated knowledge of the IBEW/SCE collective bargaining agreement, through experience with the Project Labor Agreement (PLA) and Construction Maintenance Labor Agreement (CMLA). • Proficient in managing concurrent projects by applying project management tools and techniques that allow successful oversight of all aspects of substation projects from initiation, planning, execution, monitoring, controlling, and closing of a project. • Skilled in assessing the Integrated work plan and aligning resources and projects by creating substation construction baselined schedule taking into consideration customers, outages, resources, etc. while aligning work appropriately. • Ability to interpret drawings and specifications associated with substation construction by applying technical concepts and knowledge to accurately gather and analyze information and resources related to substation construction. • Proficient knowledge with substation civil and electrical construction sequencing, electrical equipment functionality and applications, as well as SC&M construction and contract standards. Senior Project Analyst – SC&M Construction Management 2013-2017 Joined SC&M as a senior project analyst and excelled in supporting the Orange, El Nido, and Ventura Regions. In 2016, received positive performance review marks from supporting over 130 projects and tracking all closure documentation such as Asset Management Tracking Forms, Material Tracking Sheets, Engineering As-Built Submittal, Contractor Invoices, as well as other ad-hoc requests in accordance with SC&M

construction standards. Gained construction project management experience by seeking additional opportunities to further enhance knowledge of substation work methodology. These included 1. Working as an on-site Construction Site Representative (CSR), 2. Planning and preparing site specific construction plans and bidding out multiple jobs by acting as a Construction Planner and 3. Acting as the Construction Project Manager (CPM) assigned by upper management. • Responsible for acting in the capacity of the Substation Construction Project Manager in his/her absence by executing and reporting Substation Construction project activities in support of key strategic initiatives mandated by CAISO, CPUC, WECC, NERC, and FERC. • Experienced in planning, managing, and monitoring assigned projects to ensure that they are being executed per the project plan written according to SC&M construction and contract management standards. • Experienced in drawing/interpreting engineering diagrams, coordinating cross functional project teams for various construction efforts between contractors, vendors, suppliers, and also across departments (Operations, Maintenance, QC, and Test), leading Pre-Construction Meetings, Bid Walks, as well as Construction Walk-downs for various construction projects while acting as an SC&M Construction planner. • Proficient in analyzing construction data cost performance, validating invoicing processes, negotiating field change order requests, and initiating payments to third party contractors while maintaining rigorous Sarbanes-Oxley Act (SOX) compliance.

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

• 2016-2017 Orange County Dualies Vice President - Non-Profit Organization 501(c)(3) • 2010-2011 Fulbright Scholar Alternate (1 of 3 finalists chosen nationwide for Fulbright program in Croatia). • 2008-2009 California State University, Fullerton Washington D.C. Program Student Representative. • 2004-2009 California State University, Fullerton Division 1 Women's Basketball Student Athlete. • 2004-2009 Big West Conference Student Athlete Academic Honors Award

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

N/A

COMMISSION ON AGING
AIRPORT COMMISSION *
BUDGET ENGAGEMENT COMMISSION *
COMMUNITY POLICE REVIEW COMMISSION
CULTURAL HERITAGE BOARD *
COMMISSION ON DISABILITIES
BOARD OF ETHICS
HUMAN RELATIONS COMMISSION
HUMAN RESOURCES BOARD
BOARD OF LIBRARY TRUSTEES *
MUSEUM OF RIVERSIDE BOARD
PARK AND RECREATION COMMISSION *
PLANNING COMMISSION *
BOARD OF PUBLIC UTILITIES *
TRANSPORTATION BOARD *

*A Statement of Economic Interests is required. Any information listed on this application is a matter of public record and will be disclosed upon request.

Under existing California law, a member of a board or commission may not make, participate in making, or attempt to influence a governmental decision if it is reasonably foreseeable that the decision could have a material financial effect on that member, the member's immediate family, or any of his or her financial interests. There is also a special category of conflicts of interest which strictly forbids members and/or their employers from having financial interests in city contracts. Careful consideration should be given to this issue and applicants are encouraged to contact the City Clerk's Office if they have any questions.

- Thank you for your interest in serving on the Commission of the Deaf.

Youth Ex Officio - Commission of the Deaf

NOTICE REGARDING INCOMPATIBLE OFFICES

Under existing California law, no member of City boards or commissions may simultaneously hold two public offices that are incompatible. (California Government Code Section 1099)

Offices are incompatible if one of the offices has supervisory, auditory or removal power over the other, if there would be any significant clash of duties or loyalties between the offices, or if public policy considerations make it improper for one person to hold both offices.

Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?

☐ Yes ☒ No

If “Yes”, please state position:

Members of boards and commissions are covered by Workers’ Compensation insurance while serving. If appointed, completion of a LiveScan background screening is required prior to commencement of service.

Please call the City Clerk’s Office at 826-5557 or visit RiversideCA.gov/city_clerk for more information. City Clerk’s Office, City Hall, 3900 Main Street, 7th floor, Riverside, CA 92522

[Sandra_2022resume_Final.pdf](#)

Upload a Resume

Additional document(s)

Additional document(s)

How did you learn about the Board and Commission vacancies?

☒ Web Site

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?

☐ Yes ☒ No

Sandra Polichetti

SUBSTATION CONSTRUCTION & MAINTENANCE (SC&M) SENIOR SUPERVISOR - VISTA MAINTENANCE

Sandra has over 12 years of experience in the electrical utility industry, most recently within Southern California Edison's Substation Construction & Maintenance Organization as a Substation Maintenance Senior Supervisor. She is experienced in leading craft/union personnel, preparing site specific construction plans, work order packages, engineering assessments, hazardous waste management/environmental oversight, as well as possessing the ability to lead negotiations, job walks, and project execution for Utility Construction projects in a safe and efficient manner. In her most recent roles, Sandra Polichetti has over 6 years of experience leading people for optimal throughput by implementing strategies to maintain and improve safety, reliability, costs, performance, and customer satisfaction.

Sandra is proficient in managing, tracking, and analyzing Substation Construction performance metrics (i.e. scope, schedule, budget, resources, construction, and safety) related to the design and maintenance of the electrical distribution system. She is skilled in building positive relationships and providing exceptional service when working with internal and external clientele by identifying needs, resolving issues, and fostering a positive, inclusive, safe, and accident-free work environment. Sandra also possesses knowledge of the IBEW Local 47 collective bargaining agreement (CBA) and has firsthand experience regarding its application and handling of labor relations issues.

Sandra has her master's degree in Business Administration (M.B.A) with a concentration in Organizational Leadership from California State University, Fullerton. She possesses her bachelor's degree as well as formal Project Management training. Sandra also holds project management certification and Six Sigma Lean Green Belt certification from the University of California, Irvine and a Women's in Negotiation Certification from the University of California, San Diego.

WORK EXPERIENCE

SOUTHERN CALIFORNIA EDISON 2010 - Current

Substation Maintenance Senior Supervisor – Vista Maintenance 2022 – Current

Directly responsible for supervising SC&M's Vista Maintenance crew consisting of 9 craft employees (8 Journeyman Substation Electricians and 1 Substation Electrician Apprentice) engaged in safely executing Independent System Operator (ISO) compliance, construction, maintenance, test, repair and operation of substation equipment.

- Skilled in preparation of workload forecasting, resource planning and scheduling, and execution of daily work assignments relating to maintenance compliance activities.
- Maintains up to date familiarity with safe work practices with specific attention to all current Accident Prevention manual (APM),

EDUCATION

- Master of Business Administration (MBA), California State University, Fullerton (In Progress, ETA Fall 2021)
- Bachelor of Arts, Philosophy: Concentration in the Social, Moral, and Legal Professions, California State University, Fullerton
- Minor, Business Administration, California State University, Fullerton

CERTIFICATIONS

- Six Sigma Lean Green Belt Project Management Certificate, University of California, Irvine
- Project Management Certificate, University of California, Irvine
- Women in Negotiation Certificate, University of California, San Diego

PROFESSIONAL AFFILIATIONS

- SCE Women's Roundtable, Leadership Advancement Chair
- Women in Transportation Seminar (WTS) Member, Orange County Chapter

SKILLS

- NERC/CIP PRA Compliant
- Managing and Implementing Construction Projects
- Maintaining project cost, scope, schedule, and resources
- Reporting to Management
- Financial Analysis and Project Performance Metrics Reporting
- Implementing tools to monitor and track vendor and contractor performance
- Leading cross functional teams
- Contractor Procurement
- Team Oriented and Safety Focused
- Strong Communication
- Vendor Relations and Negotiation
- Superior customer satisfaction and productivity
- Microsoft Office Suite (Word, Excel, PowerPoint, Access, Visio), SAP

System Operating Bulletins, System Operating Manual, and Emergency Rules.

- Proficient in creating, maintaining, and leading a safe working environment which includes promoting communication and the understanding of information by inviting discussion and encouraging open and candid dialogue.
- Performing crew visits and spot check recordkeeping in order to promote quality of workmanship while also maintaining all equipment in the Villa Park AOR under SC&M Maintenance and Inspection Manual (MIM) policies and procedures.

**Substation Maintenance Senior Supervisor – Villa Park Maintenance Developmental Assignment
2021**

Directly responsible for supervising SC&M's Villa Park Maintenance crew consisting of 7 craft employees on a 6 month developmental assignment.

- Maintain and continuously improve department safety culture and inclusive work environment by developing employees and empowering individuals.
- Develop and execute short and long-term business plans and resource strategies to meet anticipated needs considering safe, reliable, affordable energy for SCE consumers.
- Manage Operations & Management (O&M) and capital budgets by prioritizing substation infrastructure replacement and maintenance for the AOR and reporting to senior management on a consistent basis.

**Construction and Substation Senior Supervisor – SC&M Transformer & Oil Filled Electrical Equipment (TOFEE)
2019 – 2021**

Directly responsible for supervising SC&M's Transformer and Oil-Filled Electrical Equipment (TOFEE) crew consisting of 10 craft employees engaged in safely and correctly salvaging substation equipment, providing Sulfur Hexafluoride (SF6) support for Substation Maintenance, as well as managing the SF6 Consolidation Hub located at Westminster Combined Facility Large Apparatus Repair Shop (LARS) (with a footprint of over 63,000 square feet).

- Skilled in preparing and implementing detailed reports on shop activities, providing technical support, inspecting in progress, and completed work, as well as establishing and coordinating schedules on various activities within the shop and SF6 Consolidation Hub. Proficient in optimizing SC&M operations activities including resource utilization, crew productivity, safe work practices, and compliance to customer communications protocol.
- Successful ability to meet established goals as they relate directly to the SCE and the SC&M organization Pathway to 2045 White Paper including Environmental Regulations established by California Air Resource Board (C.A.R.B.), Air Quality Management Districts (AQMD), and the Environmental Protection Agency (E.P.A.) by reducing and reporting on SF6 Greenhouse Gas Emissions.
- Successfully led and organized the SF6 team which included cross collaboration between maintenance supervisors, technical experts, construction senior managers, and engineers to update the SF6 material specification that had not been updated since 1977 for compliance mandates and reporting requirements.
- Edison Representative responsible for managing concurrent transformer dismantlement projects (220kV-500kV A and AA-Banks) in the field (onsite at substation locations) by applying project management tools and techniques that allow successful oversight of contractors in all aspects of project execution including safety and environmental (hazardous waste management) policies and procedures.
- Handles performance reviews, develops performance expectations, and provides developmental feedback and training to craft crew personnel.
- Successfully experienced in maintaining a safety conscious work environment by following Edison safety protocols and safe work practices.

**Substation Construction Project Manager - SC&M Construction Management
2017 – 2019**

As a Substation Construction Project Manager (CPM), Sandra provided superior leadership skills to the Transmission Substation & Operations Organization by demonstrating effective project management techniques, long term strategic planning, oversight of schedule development, and the ability to successfully provide direction to the

organization as a whole.

- Managed strategic forecasting to capture future projects, determine which projects will be constructed by contracted resources, ensure a successful handoff to Transmission Project Delivery of those projects, and provide forecasted staffing requirements as appropriate to execute the workload.
- Executed both strategic and long-term strategies, policies, projects, and program plans to ensure system reliability and compliance with FERC, CAISO, CPUC, and CPSD maintenance and inspection regulations.
- Demonstrated knowledge of the IBEW/SCE collective bargaining agreement, through experience with the Project Labor Agreement (PLA) and Construction Maintenance Labor Agreement (CMLA).
- Proficient in managing concurrent projects by applying project management tools and techniques that allow successful oversight of all aspects of substation projects from initiation, planning, execution, monitoring, controlling, and closing of a project.
- Skilled in assessing the Integrated work plan and aligning resources and projects by creating substation construction baselined schedule taking into consideration customers, outages, resources, etc. while aligning work appropriately.
- Ability to interpret drawings and specifications associated with substation construction by applying technical concepts and knowledge to accurately gather and analyze information and resources related to substation construction.
- Proficient knowledge with substation civil and electrical construction sequencing, electrical equipment functionality and applications, as well as SC&M construction and contract standards.

Senior Project Analyst – SC&M Construction

Management 2013-2017

Joined SC&M as a senior project analyst and excelled in supporting the Orange, El Nido, and Ventura Regions. In 2016, received positive performance review marks from supporting over 130 projects and tracking all closure documentation such as Asset Management Tracking Forms, Material Tracking Sheets, Engineering As-Built Submittal, Contractor Invoices, as well as other ad-hoc requests in accordance with SC&M construction standards. Gained construction project management experience by seeking additional opportunities to further enhance knowledge of substation work methodology. These included 1. Working as an on-site Construction Site Representative (CSR), 2. Planning and preparing site specific construction plans and bidding out multiple jobs by acting as a Construction Planner and 3. Acting as the Construction Project Manager (CPM) assigned by upper management.

- Responsible for acting in the capacity of the Substation Construction Project Manager in his/her absence by executing and reporting Substation Construction project activities in support of key strategic initiatives mandated by CAISO, CPUC, WECC, NERC, and FERC.
- Experienced in planning, managing, and monitoring assigned projects to ensure that they are being executed per the project plan written according to SC&M construction and contract management standards.
- Experienced in drawing/interpreting engineering diagrams, coordinating cross functional project teams for various construction efforts between contractors, vendors, suppliers, and also across departments (Operations, Maintenance, QC, and Test), leading Pre-Construction Meetings, Bid Walks, as well as Construction Walk-downs for various construction projects while acting as an SC&M Construction planner.
- Proficient in analyzing construction data cost performance, validating invoicing processes, negotiating field change order requests, and initiating payments to third party contractors while maintaining rigorous Sarbanes-Oxley Act (SOX) compliance.

Analyst Program/Project II – Grid Interconnection and Contract Development 2011-2013

Lead Analyst responsible for monitoring and tracking Wholesale Distribution Interconnection Tariff compliance and completion of customer Interconnection Requests.

- Provided reporting to management by gathering, researching, and analyzing major projects data

regarding interconnection requests (IRs) for generation and bulk transmission projects.

- Coordinated directly with the California Independent System Operator (CAISO), the California Public Utilities Commission (CPUC), interconnection customers (ICs), and other internal/external stakeholders on matters pertaining to project feasibility, deliverability, technical reliability matters, system impact reports, and their impacts.
- Responsible for compiling reporting evidence for the 2012 SCE Corporate Audit for mandatory reliability standards from the Federal Energy Regulatory Commission (FERC) and the North American Electric Reliability Corporation (NERC).

Analyst Program/Project I – Tariff Programs & Services 2010-2011

Joined Southern California Edison as an Analyst to address customer needs regarding energy efficiency programs such as Demand Response Events created for ongoing Grid Efficiency.

- Extracted customer data from the Demand Automation Response Server (DRAS) system, the Technical Assistance and Technology Incentive (TATI) database, and the Customer Service System (CSS) in order to develop and provide recommendations for improved customer participation in Demand Response Events.
- Created, maintained, and reported to management daily operational reports including TATI Pending Project, Service Level Agreement, and Budget Variance Reports and utilized SAP to track payment data.

OTHER EXPERIENCE

Executive Secretariat Intern

United States Department of Commerce: Office of the Executive Secretariat

Washington, D.C. 2009

- Compiled a White House Report listing weekly updates for all Bureaus located within the Department of Commerce for use by the Director and Deputy Director under Commerce Secretary Gary Locke.
- Researched metrics, delivered reports, and made presentations of incoming and outgoing correspondence while ensuring timely, accurate responses to incoming inquiries and questions from constituents.
- Demonstrated strong ethics, influence and negotiation, leadership, interpersonal skills, communication, and the ability to effectively manage stress and engage in continuous learning.

Congressional Intern

United States House of Representatives

Washington, D.C. 2008

- Drafted correspondence attended and monitored legislative hearings and conducted legislative research.
- Responded to inquiries regarding the Congresswoman's positions on various issues directly to constituents.
- Completed several projects for the Representative's office including a Washington, D.C. brochure for constituent visitors regarding tourism and history of the Capitol.
- Conducted tours of the Capitol on the Congresswoman's behalf while demonstrating the ability to effectively communicate complex information to others with diverse backgrounds.

HONORS & AWARDS

- 2016-2017 Orange County Dualies Vice President - Non-Profit Organization 501(c)(3)
- 2010-2011 Fulbright Scholar Alternate (1 of 3 finalists chosen nationwide for Fulbright program in Croatia).
- 2008-2009 California State University, Fullerton Washington D.C. Program Student Representative.
- 2004-2009 California State University, Fullerton Division 1 Women's Basketball Student Athlete.
- 2004-2009 Big West Conference Student Athlete Academic Honors Award

REFERENCES

- Available upon request