

CITY OF UNALASKA

Position Description

Job Class: Non-exempt	Job Title: Power House Operator I
Supervisor: Power Plant Operator 3	Department: Public Utilities
Wage Grade: 5	Full Time/Part Time: Full Time
Probationary Period: 6 Months	Union: IUOE Local 302
DEPARTMENT REVIEW	
Submitted By: <i>James Fitch</i>	Date: <i>3-28-07</i>
Reviewed By: <i>James Fitch</i>	Date: <i>3-28-07</i>
HR Approval: <i>Arduet Callohan</i>	Date: <i>4/9/07</i>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference/background check; job related tests may be required.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. Any omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **03-2007**

What is the overall purpose and objective of this position (why does this position exist)?
The purpose of this entry-level position is to operate, monitor, and maintain diesel and auxiliary equipment used in the generation of electricity.

Explain the level of supervision received: **Receives direct supervision from the Power Plant Operator III.**

Explain the level of supervision this position exercises: **None**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

1. Operates diesel generators, electrical equipment, switch-gear, fuel transfer pumps and cooling equipment.
2. Starts up and shuts down various gen-sets transferring power on and off line for maintenance purposes.
3. Checks instruments and meters to insure proper operation of equipment; logs meter reads as required.
4. Oils, greases, and adjusts machinery. Makes minor repairs on diesel engine generators, the power house building, and equipment.
5. Makes periodic inspections and performs tests to confirm equipment and controls are functioning properly.
6. Reports defects immediately and recommends repairs or alterations.
7. Cleans floors, windows, tools, parts and plant equipment.
8. Takes oil samples for analysis.
9. Arranges fuel and oil deliveries.
10. Performs related work as assigned.

Does this position have access to confidential information? Yes _____ No if yes, please provide detail.

Does this position have access to or handle City funds? Yes No _____ if yes, please provide detail. **Limited access to City funds through the use of LPOs and MROs to pick up parts and materials from local vendors.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes No _____ if yes, please explain. **All City business, oral and written, is conducted in English. Must be able to read manuals, drawings and illustrations, take directions, and communicate effectively to coordinate with co-workers for job accomplishment and safety.**

What are the minimum qualifications for this position?
Education and Experience:

- High school diploma or GED certificate.
- Valid Alaska Driver's License.
- Minimum one-year experience as a diesel mechanic.
- Other combinations of education and experience that will provide the knowledge, skills, and abilities listed will be evaluated on an individual basis.

What are the preferred qualifications for this position?

- None

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- **Must have the ability and willingness to comply with OSHA regulations and the standards for safety that have been set by the City of Unalaska.**

- Basic knowledge of the occupational hazards and safety precautions applicable to the work.
- Ability to establish and maintain productive working relationships with City of Unalaska staff, the public, vendors, and agencies.
- Ability to learn rules, regulations, policies and procedures, and terminology used in a power generation division.
- Ability to maintain professionalism.
- Ability to learn and practice proper forklift operations.
- Must be able to read and understand drawings and illustrations.
- Ability to operate a motor vehicle.
- Knowledge of electrical and pneumatic controls.
- Knowledge of generator and switch gear operations in a generation and distribution facility.
- Ability to learn and practice proper operation of boom truck.
- Experience in electric power generation field.
- Ability to complete minor maintenance and repairs to the power house, powerhouse equipment, and machinery.
- Ability to detect operating defects of power generation equipment.
- The ability to keep records of daily activities, fuel and oil consumption, kWh generated and general operating conditions.
- Basic knowledge of electrical fundamentals.
- Knowledge of electrical generating process.

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Diesel mechanics skill required.**
- Proficient in a Windows environment, including Word, Excel, outlook, and data base programs.
- Knowledge of office practices, procedures, and general office equipment.
- Knowledge of general record keeping and filing systems.
- Knowledge of SCADA systems
- Knowledge of power tools including overhead crane, drills, saws, pumps, and hand tools, etc.

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	o
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position which make these factors important: **Problem solving, analytical ability and dexterity are all necessary for completing assigned tasks including repairing equipment, and operating switch gears. Communication and interpersonal skills are necessary for completing assigned tasks and coordinating with co-workers. Employee must be able to follow directions.**

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this

position? If so, please provide detail: **A valid Alaska Driver's License is required. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work and will be subject to future periodic drug and alcohol tests on a random basis without advance notice.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment. Lock out/tag out, confined space entry, ladder safety, HAZCOM, machine guarding, HAZMAT and forklift operation training. Successful completion of various job related training.**

NOTICE

Appointment in this position will be conditional based upon the submission of a current (dated within 30 days from date requested) copy of the applicant's Alaska Driver's License and a current copy of his/her Department of motor vehicle driving record, including a driving record from previous states if the Alaskan driver's license was first issued within one year prior to application, documenting an acceptable driving history. The processing fee(s) are the responsibility of the selected applicant.

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes **X** No _____ if yes, please explain: **The incumbent will work inside and outside in conditions inherent to an industrial environment. The incumbent is required to wear ear protection while on duty and must refrain from wearing loose fitting clothing. This is a 24 hour rotating shift that rotates on a pre-determined bases and is required to work first, second, and third shifts. Occasional emergency or non-traditional work hours may be necessary.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength			
a. Standing	X	60% of time	Working on gen-sets
Walking	X	30% of time	Doing daily rounds
Sitting	X	10% of time	Filling in daily log
b. Lifting	X	50-70 lbs.	Completing routine labor tasks
Carrying	X	50-70 lbs.	Completing routine labor tasks
Pushing	X	100lbs.	Tightening heads during overhauls
Pulling	X	100lbs.	Tightening heads during overhauls
2. Climbing	X		Power House contains 3 stories of

stairs/catwalks

Balancing X

Power House contains 3 stories of**stairs/catwalks**

3. Reaching X

Required for completing mechanical tasks

Handling X

Required for completing mechanical tasks

4. Stooping X

Required for completing engine overhauls

Kneeling X

Required for completing engine overhauls

Crouching X

Required for completing engine overhauls

Crawling X

Required for completing engine overhauls

5. Speaking X

Required to communicate info re: assigned**tasks**

Hearing X

Required to communicate info re: assigned**tasks**

6. Seeing X

Necessary for completing mechanical tasks

Depth Perception X

Necessary for completing mechanical tasks

Color Vision X

Necessary for completing mechanical tasks**HISTORY SUMMARY**

October, 2000 – Added; “notice” section to job description, changed wording on pre-employment and random drug and alcohol testing. Added “All required certifications and licenses must remain current for the duration of employment.” Removed percentages from job duties on page 2. Added, “Ability to work rotating shifts required” and changed “24-hour on call status is required.” to “24-hour on call status may be required.” on page 4.

December, 2001 – Removed 24 hour on call language and replaced with current “Occasional Emergency or non-traditional work hours” language. Added language to “Working Conditions” to include, “Regularly works near moving mechanical parts and in high, precarious places and is exposed to heat, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration”. Included probationary period on page 1. Removed “Department Head” and included “Director” approval. Added workers compensation code. Included selection guidelines. JD never approved.

November, 2004 – Included “notice” language. Included Lock out/tag out, confined space entry, ladder safety, HAZCOM, machine guarding, and HAZMAT training. Included fork lift certification. Included standard language including use of LPOs.

March, 2007 – Clarified language throughout document. Added language to essential duties and responsibilities to reflect the position makes minor repairs on diesel engine generators, the power house building, and equipment (4); added arranges fuel and oil deliveries (9). Removed CDL requirement as task analysis determined no equipment is operated that would require a commercial driver’s license.

