

CITY OF UNALASKA

Position Description

Job Class: Non-exempt	Job Title: Equipment Mechanic – Heavy Power Plant
Supervisor: Power Plant Operator III	Department: Public Utilities
Wage Grade: 8	Full Time/Part Time: Full Time
Probationary Period: 6 Months	Union: IUOE Local 302
DEPARTMENT REVIEW	
Submitted By:	Date:
Reviewed By: <i>Richard S. Beck</i>	Date: <i>11/9/04</i>
HR Approval: <i>Kim Hughes</i>	Date: <i>11.9.04</i>

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening and reference/background check; job related testing 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. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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

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.

When was the last time this position description was updated? Date: **11-2004**

What is the overall purpose and objective of this position (why does this position exist)?
Repair and maintain all 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 **Makes repairs and performs preventive maintenance on diesel powered equipment. Oils, greases, and adjusts machinery and equipment and makes repairs as needed.**
- 2 **Reports defects and recommends improvements or alterations.**
- 3 **Repairs and maintains pneumatic driven equipment and all other equipment related to the power generation process.**
- 4 **Welding, fabrication.**
- 5 **Arranges fuel delivery, receives and pumps oil to storage tanks**
- 6 **Performs related work as assigned.**
- 7 **Takes oil samples for lab analysis.**
- 8 **Cleans floors, windows, tools, and power plant equipment.**

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

Does this position have access to or handle City funds? Yes **X** 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 **X** No _____ If yes, please explain. **All City business, oral and written, is conducted in English. Must be able to read manuals, drawings and illustration, take directions, and communicate effectively to coordinate with co-workers for job accomplishment and safety. Due to the technical nature of the work it is important to be able to explain and discuss how to solve problems. The employee may also be required to communicate on the radio during a power outage.**

What are the minimum qualifications for this position?

Education and Experience:

- **High school diploma or GED equivalent.**
- **Valid Alaska CDL, Class "A"**
- **Minimum five years of 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?

- Vocational training in diesel or hydraulic repair.
- Welding and fabrication experience.

List the necessary knowledge, skill, 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 operation of boom truck and other equipment.
- Knowledge of electrical and pneumatic controls.
- The ability to detect operating defects of power generation equipment.
- The ability to keep records of daily activities, fuel, oil, kWh generated and general operating conditions of the equipment.
- Ability to troubleshoot mechanical failures and make repairs.

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

- 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 power tools including overhead crane, drills, saws, pumps, and hand tools, etc.
- Knowledge of SCADA systems.

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

Problem Solving	<input checked="" type="checkbox"/>	Bilingual	<input type="checkbox"/>
Analytical Ability	<input checked="" type="checkbox"/>	Interpersonal Skills	<input checked="" type="checkbox"/>
Communication Skills	<input checked="" type="checkbox"/>	Dexterity	<input checked="" type="checkbox"/>

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 CDL class "A" 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. Ability to obtain a medical examiners certificate as required by Federal and State law.

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 fork-lift 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 Commercial Driver's license (CDL) 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: **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. Occasionally works in outside weather conditions and may be exposed to rain, cold temperatures and extremely high winds. Noisy work environment, required to wear ear protection while on duty and must refrain from wearing loose fitting clothing. This position may be required to fill in on an occasional graveyard or swing shift. 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 ☐ 80% of time
Walking ☐ 15% of time

This position requires being on feet most of the time, with some reading service

Sitting	<input type="checkbox"/> <u>5%</u> of time	manuals and paper work.
b. Lifting	<input type="checkbox"/> <u>130</u> lbs.	Position requires lifting and positioning cylinder heads, and using torque wrench.
Carrying	<input type="checkbox"/> <u>130</u> lbs.	
Pushing	<input type="checkbox"/> <u>330</u> lbs.	
Pulling	<input type="checkbox"/> <u>330</u> lbs.	
2. Climbing	<input type="checkbox"/>	For various inspections of engines and equipment.
Balancing	<input type="checkbox"/>	
3. Reaching	<input type="checkbox"/>	Must be able to reach into tight spots, and handle tools properly.
Handling	<input type="checkbox"/>	
4. Stooping	<input type="checkbox"/>	Must be able to stoop, kneel, and crouch to gain access to some of the components for repair.
Kneeling	<input type="checkbox"/>	
Crouching	<input type="checkbox"/>	
Crawling	<input type="checkbox"/>	
5. Speaking	<input type="checkbox"/>	Must be able to receive and give instructions.
Hearing	<input type="checkbox"/>	
6. Seeing	<input type="checkbox"/>	Must be able to see and judge distance to drive. Color vision is necessary to work with color coded wiring.
Depth Perception	<input type="checkbox"/>	
Color Vision	<input type="checkbox"/>	

HISTORY SUMMARY

- 10-2001 Included probationary period. Removed "Department Head" and replaced with "Director" approval. Updated drug testing and certification language. Removed percentages from job duties on page 2. Updated all language in "Working Conditions". Included "notice" section. Included workers comp classification on page 1. Never approved.
- 11-2004 Included Lock out/tag out, confined space entry, ladder safety, HAZCOM, machine guarding, and HAZMAT training. Updated language and included language.