

CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Power Plant Operator III
Supervisor: Director of Public Utilities	Department: Electric/Powerhouse
Wage Grade: 9	Full Time/Part Time: Full Time
Probationary Period: 6 Months	Union: IUOE Local 302
DEPARTMENT REVIEW	
Submitted By: <i>Jan Winters</i>	Date: <i>1/5/07</i>
Reviewed By: <i>Jan Winters</i>	Date: <i>1/12/07</i>
HR Approval: <i>Robert Kallala</i>	Date: <i>1/12/07</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, successful completion of pre-employment drug screening 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. 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.

When was the last time this position description was updated? Date: **01-2007**

What is the overall purpose and objective of this position (why does this position exist)?

The position directs and supervises the power-house crew and the Electrical Engineering Technician for all power plant operations. The incumbent is responsible for overseeing operation and maintenance of diesel and auxiliary equipment used in the generation of electricity.

Explain the level of supervision received: **Receives direct supervision from the Director of**

Public Utilities.

Explain the level of supervision this position exercises: **Responsible for supervision of the Heavy Equipment Mechanic, Power House Operator I, and Power House Operator II, and Electrical Engineering Technician positions within the power generation division.**

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. Schedules, oversees and monitors the work of employees. Training and documentation of employee progress, weekly.
2. With assistance from the Public Utilities Director and Human Resources, conducts performance evaluations for staff, initiates and administers personnel and disciplinary actions.
3. Maintains productive working relationships within the department and with representatives of the community at all levels.
4. With direction from Human Resources, and consistent with City policies and procedures is responsible for interviewing and hiring staff.
5. Oversees operation of diesel driven generators, electrical switchgear and other electrical equipment, including start-up and shut-down of engines, increasing generating capacity to operating levels, power transformers between generators and operating of switchgear panels.
6. Coordinates system loading, load shedding and accepting purchased power into system.
7. Checks instruments and meters to determine proper operation of equipment and oversees maintenance of power house logs and records.
8. Maintains adequate stock of fuel, lubricants, and other materials and parts.
9. Schedules and ensures proper maintenance of equipment and completion of minor repairs and major overhauls. Oversees contractors on major repairs. Oversees building maintenance and remodeling projects.
10. Oversees installation of new equipment and retirement of used equipment.
11. Makes inspections and tests to ensure that equipment, controls and fire safety systems are operating properly, efficiently, and in good condition. Schedules equipment inspections (rounds) outside regular business hours by power plant personnel.
12. Works closely with the electric engineering technician, line crew chief and other utility personnel to coordinate power plant functions with other functions of the utility.
13. Provides generation and power plant records, reports, data, and information to other city personnel, state and federal agencies and the public.
14. Assists contractors on major repairs and overhauls of equipment.
15. Provides input to proposed utility and city policies and procedures.
16. Test transformers for PCB content prior to burning the oil or land filling the carcass.
17. Performs safety training and monitoring for Powerhouse crew.
18. Prepares budget for the electric power generation department annually.

19. Prepares monthly generation and facility operating reports.
20. Assists in preparing semi-annual operating report and Method 9 test report.
21. Assists in preparation of compliance and certification reports.
22. Organizes all power production projects and staffs employees as needed.
23. Reviews the general operation of the plants and initiates ways to reduce operational cost.

Does this position have access to confidential information? Yes X No If yes, please provide detail. **Has access to and is responsible for personnel actions, annual evaluations, and other records of supervised employees.**

Does this position have access to or handle City funds? Yes X No If yes, please provide detail. **Under the direction of the Public Utilities Director, prepares the Power House budget, approves and generates PO's, signs off on overhaul invoices. Approve LPO's for local purchases of materials and services; order materials, write purchase requisitions, determine most effective use of available resources, i.e. equipment, materials, and personnel. Responsible for authorization of staff time cards.**

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 and write technical drawings, studies, sketches, records, reports, and administrative documents; receive and /or communicate instructions from various sources; direct and supervise work crews, etc.**

What are the minimum qualifications for this position?

Education and Experience:

- **High school diploma or GED.**
- **Valid Alaska Driver's License or the ability to obtain.**
- **Five years of experience in the operation and maintenance of diesel and auxiliary equipment used in the generation of electricity.**
- **Minimum three years of supervisory experience.**
- **Other combinations of education and experience that will provide the knowledge, skills, and abilities will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **Minimum three years of supervisory experience in a public sector environment.**
- **Large bore diesel generation or other applicable technical training.**

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

- **Must be self-motivated.**
- **Must have the ability and willingness to assure compliance with OSHA regulations and the standards for safety that have been set by the City of Unalaska.**
- **Working knowledge of applicable State and OSHA safety regulations.**
- **Ability to operate a motor vehicle.**
- **Ability to learn and practice proper forklift operations.**
- **Ability to establish and maintain productive working relationships with City of Unalaska staff, the public, vendors, and agencies.**

- Ability to effectively learn the City's rules, regulations, policies and procedures, and terminology used in a Public Utilities Power Generation division.
- Knowledge of the principles and practices of employment supervision including employee development, performance evaluations, and progressive discipline.
- Ability to identify employee training needs and activities to improve employees; professional skill, abilities, and performance.
- Ability to review and evaluate the work of subordinate staff to ensure that high operational and service standards are met and maintained.
- Ability to perform general administrative duties such as: monthly, semi-annual, and annual reports and records.
- Ability to answer phone calls on a variety of subjects and resolve concerns or requests.
- Ability to prepare and track budget, and operate power generation division within allocated budget.
- Strong written and oral communications skills, problem-solving skills, and interpersonal skills.
- Must have strong organizational skills.
- Must be able to refer to and interpret manuals and contracts.
- Ability to maintain professionalism under pressure.
- Experience reading and understanding drawings and illustrations.
- Thorough knowledge and skill in use of methods, materials and tools used in maintenance of diesel engines and generating equipment.
- Thorough knowledge of occupational hazards and safety precautions and hazardous waste handling and shipping rules and regulations applicable to the work place.
- Considerable knowledge of electrical theory, electrical generating processes, electrical and pneumatic controls, switchgear and other equipment used in the generation and distribution of electrical power, and ability to apply this knowledge to work situations.
- Ability to work with high voltage equipment, to operate, maintain and repair diesel equipment, and to detect operating defects or faults in mechanical and electrical equipment; ability to manage power house operations and comply with relevant procedures, policies, rules and regulations.

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 SCADA system.
- Knowledge of power tools including overhead crane, drills, saws, pumps, and hand tools, etc.
- Ability to learn the City's financial software program.

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

Problem Solving

☒

Bilingual

☐

Analytical Ability X
Communication Skills X

Interpersonal 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 tasks. Communication and interpersonal skills are necessary for supervising the assignments of assigned staff.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **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. Ability to obtain certification as a Visible Emissions Reader within 6 months. Hazardous waste shipping, and forklift certification. Lock out/tag out, confined space entry, ladder safety, HAZCOM, machine guarding, and HAZMAT training. Hazardous waste shipping and forklift 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: **The incumbent will work inside and outside in conditions inherent to an industrial environment. Incumbent is 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 ☐ 20 % of time
 Walking ☐ 25 % of time
 Sitting ☐ 55 % of time

**Start up and shut down of plant equipment.
 Rounds, etc.
 Driving, report generation**

- b. Lifting ☐ 100 lbs.
 Carrying ☐ 100 lbs.
 Pushing ☐ 330 lbs.
 Pulling ☐ 330 lbs.

Position requires lifting and carrying

2. Climbing ☐
 Balancing ☐

Climbing and balancing necessary for various inspections of engines and equipment.

3. Reaching ☐
 Handling ☐

Must be able to reach into tight spots and handle tools properly.

4. Stooping ☐
 Kneeling ☐
 Crouching ☐
 Crawling ☐

Must be able to stoop, kneel and crouch to gain access to some components for repair.

5. Speaking ☐
 Hearing ☐

Need to be able to understand and give directions.

6. Seeing ☐
 Depth Perception ☐
 Color Vision ☐

Must be able to see and judge distance to drive. Color vision necessary to work with color coded wiring.

HISTORY SUMMARY

- 10-2001 Put job description in new current format. Included current language regarding drug testing, non-traditional work hours and certifications and licenses to remain current for duration of employment. Included "notice" language. Revised lifting and carrying weights tasks further defined.
- 12-2003 Included "Selection guidelines". Included lock out/tag out, confined space entry, ladder safety, HAZCOM, machine guarding, forklift certification, and HAZMAT training. Changed supervisor to accurately reflect recent change to DPW/DPU organization.
- 11-2004 Included wage grade from budget. Included City business conducted in English language.
- 01-2007 Added the responsibility of supervising the Electrical Engineering Technician

position, provided greater clarity that the Operator III conducts supervisory duties under the oversight of the department director, included language reflecting the incumbent's responsibilities to coordinate personnel activities with the Human Resources Division, removed the CDL requirement for this position, added the incumbent must learn the City's financial software program, updated the working conditions language to reflect that the incumbent works in an industrial setting, analyzed and updated the physical demands of the position by decreasing the standing time from 30% to 20%, increased the sitting time from 45% to 55%.