

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Electric Generation System Manager</b>
<b>Class Code Number</b>	<b>4085</b>
<b>FLSA Designation</b>	<b>Exempt (Administrative)</b>
<b>Pay Grade and Range</b>	<b>40</b>
<b>Effective Date</b>	<b>07-01-2014</b>

### General Statement of Duties

Plans, organizes, directs and supervises the operation and maintenance of the power generation system; including regulatory compliance.

### Distinguishing Features of the Class

The principal function of an employee in this class is to manage and direct the operation, maintenance and regulatory compliance of the power generation system to insure reliable power generation. The work is performed under the direct supervision of the Electric Utility Director but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of the Senior Power Plant Operator, Power Plant operators, Senior Generation Facilities Mechanic, Generation Facilities Mechanics, Electric Technician, and Apprentice Electric Technician. An employee in this class performs the duties of other employees in the Electric Department as required or as assigned. In the absence of the Electric Utility Director, an employee in this class may temporarily assume full responsibility for duties of the Electric Utility Director. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, other utilities, contractors, consultants, state and federal agencies and the public. The principal duties of this class are performed in a variety of work environments including a general office environment, a power plant environment and an outdoor environment, which may involve adverse weather conditions and related hazards in which the employee is subject to potential personal danger.

### Examples of Essential Work (Illustrative Only)

- Manages the operation, maintenance and repair of all generation facilities, including associated electric substations, metering, relaying and control systems.
- Maintains the generation system in regulatory compliance with periodic inspections, reports and record keeping as required by agencies such as the Alaska Department of Environmental Conservation and the Federal Energy Regulatory Agency.
- Inspects generation facilities and equipment for proper operation, maintenance and repair;

- Inspects and assigns maintenance on generation facilities and equipment;
- Responds to emergency call outs;
- Supervises or coordinates switching procedures during power outages and emergencies;
- Supervises and schedules work of all generation system operating and maintenance personnel.
- Contributes data and recommendations for long-range planning;
- Prepares operation and maintenance budgets and monitors expenses;
- Oversees the maintenance of sufficient inventory to supply preventive maintenance operations;
- Schedules the electrical generation and substation equipment for maintenance;
- Requisitions supplies and materials, maintaining accurate cost data;
- Establishes and administers safety and training programs;
- Supervises the preparation of routine reports and records on operations and maintenance including Federal and State reports and those of other governing bodies;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Comprehensive knowledge of the theory, principles and practices of electrical and mechanical equipment operation;
- Thorough knowledge of hydraulics, pneumatics and heavy equipment mechanisms and operations;
- Thorough knowledge of the occupational hazards of working with high and low voltage electrical equipment and necessary safety precautions;
- Thorough knowledge of the overall electrical system and its operations;
- Thorough knowledge of the switching procedures to restore power;

- Good knowledge of the operation, uses, materials, methods and equipment used in the operation and maintenance of power equipment;
- Good knowledge of computer spread sheet and word processing, database applications currently in use in the department;
- Good knowledge of the application and testing procedures of electrical test equipment;
- Skill in the maintenance, repair and operation of electrical and mechanical equipment;
- Ability to estimate the required amount of equipment and supplies necessary to maintain the electrical system;
- Ability to perform emergency call out services;
- Ability to read and interpret electrical and mechanical blueprints and drawings;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Extensive experience in electrical generation, distribution, and transmission system, maintenance and operations and comprehensive supervisory experience; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Possession of a driver's license issued by the State of Alaska;

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to hear specific equipment functioning in a noisy environment and to communicate well with other employees,

contractors and the general public;

- Sufficient vision or other powers of observation, with or without correction, which permits the employee to produce a variety of reports and related materials and to observe small dials, and numeric displays;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use small tools, to operate a keyboard and produce hand-written materials and notations;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to observe and inspect mechanical equipment in tight spaces and to perform work at remote locations.

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