

City and Borough Sitka, Alaska

Class Specification

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| Class Title | Senior Power Plant Operator |
| Class Code Number | 4110 |
| FLSA Designation | Non-Exempt |
| Pay Grade and Range | IBEW |
| Effective Date | 01-01-08 |

General Statement of Duties

Oversees the operation and monitoring of power plant generation equipment, distribution and transmission equipment; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to supervise Power Plant Operator/System Dispatchers, who operate and monitor hydroelectric and diesel generation equipment providing clean reliable power to the consumer. The employee also supervises the monitoring of the transmission and distribution of the power generated throughout the electrical system. The employee prepares switching procedures for the entire electrical system to insure safe and coordinated operation of the system. This class is distinguished from the class of Power Plant Operator / System Dispatcher by the performance of supervisory duties in addition to the duties of the Power Plant Operator / System Dispatcher. The work is performed under the direct supervision of the Electric Generation Superintendent but the exercise of independent judgment and initiative is required. An employee in this class performs the duties of other employees in the Electric Department as required or as assigned by supervisory personnel. 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, contractors and the public. The principal duties of this class are performed in a hydroelectric plant environment however work may be required in 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)

- Performs duties of Power Plant Operator / System Dispatcher as scheduled;
- Performs relief Power Plant Operator / System Dispatcher duties as required;
- Supervises the monitoring and operation of onsite hydro generation locations;
- Supervises the monitoring, operation of remote facilities via SCADA. Facilities include: hydrogeneration plants, distribution substations, switch yards, and transmission systems;
- Supervises and coordinates switching procedures during power outages or emergencies;
- Supervises and records in the log all major events and all maintenance that was performed on the generating system;
- Supervises the operation and monitoring of all substations and switch yards within the electrical system;

- Supervises the operation of diesel generation engines and associated ancillary equipment as required;
- Prepares switching procedures for safe, coordinated system operation with technical input from other Electric Department personnel;
- Assigns shift work schedules and operational tasks;
- Conducts safety meetings on a routine basis;
- Records equipment readings and plant data;
- Enters readings and plant data into computer spreadsheets;
- Monitors mechanical operation of generation equipment and notifies mechanic of potential problems;
- Participates in preventative, routine and emergency maintenance as necessary;
- Responds to emergency call outs
- Operates powerhouse switches and breakers either on site or remote as required;
- Operates manual and power operated light and heavy equipment such as ladders, creepers and cranes;
- Performs ACAD work updating or generating drawings as requested and assigned;
- Performs buildings and grounds maintenance as required;
- 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;
- 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;
- Responds to citizens' questions and comments in a courteous and timely manner, referring calls as appropriate;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of electrical and mechanical equipment operation;
- Thorough knowledge of the occupational hazards of working with high and low voltage electrical equipment and necessary safety precautions;
- Thorough knowledge of the operation, uses, materials, methods and equipment used in the operation and maintenance of hydroelectric and diesel generation;
- Thorough knowledge of the overall electrical system and its operations;
- Thorough knowledge of the switching procedures to restore power;
- Skill in the operation of electrical and mechanical equipment;
- Ability to prepare written switching procedures;
- Ability to direct the performance of others in emergency situations;
- Ability to hear and analyze the proper mechanical and electrical functioning of equipment;
- Ability to accurately read and record system data;
- Ability to repair electrical and mechanical equipment;
- Ability to perform emergency call out services;
- 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 operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- 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;
- Ability to dispatch switching procedures in a clear, concise and safe manner via radio or other designated method;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED; and
- Considerable experience in electrical, hydro and diesel power generation and some 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;
- Ability to obtain first aid and CPR certification.

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 and review a wide 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 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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