

MAJOR FUNCTION

This is responsible technical, supervisory and administrative work assisting in the operation and maintenance of an electric power generating plant. This position will typically be responsible for either the operations or maintenance functions of the facility, but will serve as the Plant Manager in their absence. General and specific assignments are received through administrative directives and conferences; however, the employee is charged with the selection of specific work methods and procedures. Work is performed under the supervision of the Plant Manager who reviews work through written reports and analysis of the efficiency and effectiveness of plant operations.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises the preparation of schedules and records for assigned area to assure effective administrative control. Coordinates development and implementation of on-the-job and classroom training programs to obtain maximum proficiency assigned personnel. Monitors and evaluates to ensure effectiveness of the training programs. Analyzes and resolves operating problems to assure continuity and economy of operations. Prepares and administers budget for assigned area to ensure effective control of expenses. Prepares requisitions to assure a timely and adequate level of materials and supplies. Coordinates related maintenance and test activities with the appropriate supervisors and energy dispatch to ensure safety of personnel and equipment. Coordinates development and review of applicable procedures and makes necessary revisions to assure maximum safety of personnel and equipment, economy of operation and effective utilization of manpower. Is responsible for the knowledge and understanding of City policies and procedures, equal employment opportunity laws and directives and their proper application in all employment practices. Recommends the hire, transfer, advancement, grievance adjustment, discipline and discharge of subordinates. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs other duties as required.

Power Plant Operations: Supervises day-to-day plant operations to ensure safe, efficient and reliable operation. Ensures operations are within all environmental, reliability and other regulatory requirements. Coordinates unit functional protective circuit testing to assure equipment compliance with supplier specifications.

Power Plant Maintenance: Supervises day-to-day plant maintenance to ensure safe, efficient and reliable operation. Ensures that all activities are completed within all applicable environmental, reliability and regulatory requirements. Ensures adequate communication and reporting of maintenance activities to all plant staff.

Other Related Duties

Performs other duties as required

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Power Plant Operations: Thorough knowledge of the principles and practices of effective management techniques. Thorough knowledge of the machines, equipment, materials and operating practices of a steam electric generating plant. Thorough knowledge of the principles and practice of electric power generation and plant construction and equipment. Thorough knowledge of occupational hazards connected with power operations and necessary safety precautions. Considerable knowledge of principles and practices of personnel administration. Thorough knowledge of all applicable environmental, reliability and other regulatory requirements. Ability to communicate effectively orally and in writing and to maintain records and prepare reports. Ability to

work with engineers, contractors, manufacturers, superiors, peers and subordinate personnel. Leadership ability and knowledge regarding work difficulty and time required to complete various tasks.

Power Plant Maintenance: Thorough knowledge of the principles and practices of effective management techniques. Thorough knowledge of the principles, methods, procedures, tools and equipment used in the installation, maintenance and repair of power plant mechanical systems. Thorough knowledge of occupational hazards and safety precautions of the work. Thorough knowledge of applicable national construction and performance codes and regulations. Thorough knowledge of the principles and practices of electric power generation and plant construction and equipment. Thorough knowledge of all applicable environmental, reliability and other regulatory requirements. Thorough knowledge of mechanical theory and CPM/PERT techniques. Considerable knowledge of policy, procedures and practices. Considerable knowledge principles and practices of personnel administration. Skill in the installation, repair and maintenance of power plant mechanical systems and equipment. Ability to plan, layout, assign, supervise and inspect the work of others. Leadership ability and knowledge regarding work difficulty and time required to complete various tasks. Ability to comprehend, and the leadership to seek resolution of, complicated problems and to issue highly technical written and oral instructions. Ability to read, interpret and direct work from blueprints, electrical and piping schematics. Ability to prepare written reports, maintain accurate records, and communicate effectively, orally and in writing. Ability to work effectively with engineers, contractors, manufacturers, supervisor, peer and subordinate personnel.

Minimum Training and Experience

Possession of a bachelor's degree in electrical or mechanical engineering or a related field and three years of professional experience in power plant engineering activities, operations, and/or maintenance of an electric generating plant of 100 megawatts or larger; or high school diploma or an equivalent recognized certificate and seven years of technical experience that includes the operation and maintenance of an electric generating plant of 100 megawatts or larger, or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must be medically certified to wear a respirator and successfully pass a respirator fit test prior to employment.

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any of the designated positions allocated to this class.

An employee assigned to the Purdom Power Plant, or who occasionally may be required to have unescorted access to the Port Facility portion of the Purdom Power Plant, as determined by the General Manager-Electric & Gas, must obtain Transportation Workers Identification Credentials (TWIC) within 90 days of employment, and must maintain such credentials throughout his/her period of employment in that capacity as a condition of continued employment.

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

Individuals in this classification must be available for work outside of their normal hours to meet operational needs.

Must obtain within one year, and maintain for continued employment, HAZMAT and oil spill certifications within one year of employment.

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