

Power Plant Operator

City of Washington

Electric Department

Employee Name:

Job Title: Power Plant Operator

Department: Electric Production

Reports To: City Administrator

FLSA Status: Non-Exempt

POSITION SUMMARY

Under the supervision of the City Administrator, the Power Plant Operator is a non-exempt position under FSLA. This position supervises the operation and maintenance of the Municipal Power Plant. Monitoring and maintaining plant equipment is required in this position. Strong supervisory, communication, mechanical, self-motivation, and public relations skills are required

This employee is subject to pre-employment, random, and post-accident drug and alcohol testing.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- Is proactive in all assigned duties;
- Monitors the operation of the plant and makes adjustments & corrections as necessary;
- Observes and maintains electrical voltage to the citizens of Washington;
- Performs maintenance on engines, pumps, and switchgear;
- Performs bookkeeping duties, the engine logs and cost of production;
- Prepares monthly & bi-monthly reports, including federal and OSHA forms;
- Orders necessary supplies and equipment;
- Treats enclosed water system and cooling towers for pH balance;
- Schedules equipment for necessary maintenance and repairs;
- Inspects equipment & machinery & performs maintenance & repairs;
- Follows proper safety procedures;
- Evaluates data from engine and switchgear log sheets;
- Trains employees about plant operations, conduct safety briefings, and supervises subordinate personnel;
- Informs plant operators about the Power Plant status;
- Monitors gauges, meters, and dials;
- Performs repairs to diesel engines;
- Maintains essential digital and telephonic communication logs.;
- Dispatches appropriate personnel as required;
- Informs City Administrator about problems at the Power Plant and supply requirements;
- Maintains employee work schedules;
- Performs employee evaluations of subordinate staff;
- Operates and synchronizes dual-fuel generation units;
- Observes and records hourly meter readings;
- Prepares daily power, fuel, production and maintenance reports;
- Prepares hourly, daily and monthly weather reports;
- Assists other departments as the need arises;

- Attends regular scheduled safety trainings;
- Assists with utility meter reading;
- Relays information to emergency response departments as needed;
- Performs cleaning and maintenance duties;
- Performs grounds maintenance and building upkeep;
- Performs other duties as deemed necessary or assigned by City Administrator.
- On-call coverage will be required on a rotating basis.

POSITION REQUIREMENTS

Education and/or Experience: A high school diploma or GED is required. Knowledge of diesel engine operation and maintenance is required. A valid Kansas Commercial Driver's License is required, or the ability to obtain within six months of employment. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment with the first six months being a probationary period.

Residency: All full-time hourly city employees must live within a five-mile radius of the City of Washington.

Technical Skills: Knowledge of diesel engines, electrical systems, safety procedures, and a working knowledge of mathematics, and mechanical skills are required. This employee must be able to operate departmental equipment including diesel engines, generators, and special application power and hand tools. Employee should have knowledge of water analysis and treatment procedures. The ability to read and interpret written instructions, manuals, and schematic diagrams and strong communication, supervisory, and mechanical skills are required. Computer skills are required.

Problem Solving/Reasoning Ability: Independent problem solving is a major factor in this position. This employee encounters problems with equipment malfunctions, system failures or damage, power outages, and unplanned events. Decision-making is a factor in this position. This employee makes decisions about making system adjustments and major repairs.

Supervision: This employee works with supervision from the City Administrator.

Financial Accountability: This employee is responsible for departmental resources and equipment, with limited authority to purchase equipment and supplies. This employee verifies all purchases are delivered before payment is made and complies with the City of Washington Purchasing Policy.

Personal Relations: Frequent contact with the general public, subordinate personnel, and occasional contact with the governing body is expected. Strong communication and public relations skills are required.

Working Conditions: Some adverse working conditions exist within this position. Exposure to electricity, hazardous chemicals, heavy machinery, excessive noise, extreme temperatures, heights, and confined spaces is expected. This employee is expected to wear PPE supplied by the city where appropriate.

Physical Requirements: Manual labor, including extensive walking, is required frequently in this position. The ability to climb stairs regularly, to lift heavy objects weighing up to 100 pounds, work in confined spaces, walking, climbing, reaching, stooping, and operating machinery is required daily in this position.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

THIS JOB DESCRIPTION LAST UPDATED July 13, 2021.