



CITY OF CRETE POWER PLANT OPERATOR

Job Status: Non-Exempt; Full-time

Reports to: Power Plant Superintendent

Supervisory Responsibilities: No

I. GENERAL FUNCTIONS

Maintain and operate Power Plant equipment, and maintain Power Plant facilities to meet City electrical and other utility requirements. Report to Power Plant Superintendent and Assistant Superintendent. Full-time, hourly position (could be subject to on-call status).

Desired Qualifications: Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to job applicants documenting successful experience in like or similar positions.

Work Type: Medium Work Classification (as described by ADA) for the majority of duties and responsibilities, and Heavy Work Classification (as described by ADA) for some of the duties and responsibilities associated with this position.

II. TYPICAL DUTIES & RESPONSIBILITIES

1. Accurately and continually monitor Power Plant operations and regulate equipment according to accepted procedures and information obtained from recording/indicating instruments (reading gauges/dials/meters and making adjustments in controlling equipment as indicated, checking all equipment for proper functioning, accurately recording readings at designated time intervals, informing appropriate City personnel of malfunctions in the system, etc.).
2. Effectively maintain Power Plant equipment (conducting routine services as required for all equipment, assessing equipment's optimum performance levels and making indicated repairs/adjustments/modifications, accurately recording service and repair schedules, etc.).
3. Efficiently run Power Plant generators when required by City power demand or local emergencies and when dispatched by power supply contractor.

4. Perform routine vehicle maintenance on City vehicles as designated on a set number of miles service schedule (changing oil and fluids, greasing chassis and gear boxes replacing air filters/headlamps/lightbulbs/wiper blades/spark plugs, etc., repairing minor breakdowns, etc.).
5. Performing routine building and grounds maintenance (daily sweeping, mopping as needed, cleaning equipment, removing snow as needed, mowing/weeding/trimming grounds, painting, making minor building repairs, etc.).
6. Maintain and repair other City Department equipment when requested regarding equipment, machinery, structural, and system repairs, etc.).
7. Monitor and operate City SCADA computer program when it comes online (The SCADA computer program stores and organizes input data regarding City utilities information and substation system data, including water storage, water pumping, and electric levels, etc.).
8. Effectively respond to assignments from Power Plant Superintendent, and Public Works Director/City Administrator when requested.

III. DESIRED KNOWLEDGE, SKILLS, ABILITIES

1. Thorough knowledge of, skill in, and ability in modern electrical generation principles, practices, and procedures.
2. Ability to synchronize regulating actions associated with municipal power distribution practices.
3. Ability to accurately monitor system operations throughout a one person work shift.
4. Ability to accurately make decisions from processing mathematical and other readout information.
5. Ability to respond to work within a designated time frame when status is on-call.
6. Ability to work in an environment that is hot and noisy.
7. Knowledge of, skill in, and ability in operating hand tools and power tools.
8. Knowledge of, skill in, and ability in engine operation and repair.
9. Knowledge of, skill in, ability in operating gas and electric welders, and in basic metal fabrication techniques and practices.

10. Ability to work effectively with people of all ages and backgrounds.
11. Ability to communicate effectively in diverse situations.
12. Ability to effectively organize duties and responsibilities in order to complete routine duties and responsibilities, as well as related tasks or assignments given or dictated by emergency situations.
13. Demonstrated ability to work effectively on a self-managed basis.
14. Ability to operate computer and learn SCADA program.

IV. DESIRABLE QUALIFICATIONS

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to job applicants documenting successful experience in like or similar positions.

V. WORKING CONDITIONS

Medium work classification (as described by ADA) for the majority of duties and responsibilities, and heavy work classification (as described by ADA) for some of the duties and responsibilities associated with this position.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment. By signing below, I have read and understand the essential functions for the position of the Power Plant Operator, and can perform the essential functions with or without accommodation.

Employee Signature

Date

Supervisor Signature

Date