

POSITION DESCRIPTION

NAKNEK ELECTRIC ASSOCIATION

Functional Title: Power Plant Operator/ Mechanic
Department: Operations
Supervisor: Power Plant Foreman
Subordinates: None
Report Location: Naknek Powerhouse and Plant
Status: Non-Exempt, IBEW Represented
Schedule: Usually 8 hr shift Monday-Friday 8-4:30pm w/ 30-minute lunch break. Overtime, emergency, call-out, and non-traditional work hours may be required.
Wage Grade: Union Scale
Date Revised: January, 2022

POSITION SUMMARY:

The Power Plant Operator/Mechanic controls, operates, maintains and repairs the machinery necessary to safely generate and distribute electricity to the cooperative's members. The position is responsible for monitoring instruments to maintain voltage and electricity flows from the plant to meet fluctuating consumer demand during the day.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Employee must be able to perform the essential functions of the position satisfactorily. If requested, reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions of the job:

- Coordinates system loading and load shedding.
- Repairs and performs preventive maintenance on diesel-powered equipment. Oils, greases, and adjusts machinery and equipment as needed and per formal operations and maintenance programs.
- Repairs and maintains pneumatic driven equipment and all other plant equipment related to the power generation process as needed and per operational and maintenance programs
- Monitors and safely operates generation equipment and controls.
- Evaluates and inspects equipment for defects and malfunctions; investigates and reports issues and recommends improvements or alterations.
- Welds and fabricates as necessary for repairs and continued operations.
- Arranges fuel delivery, receives and pumps oil to storage tanks in conjunction with

and as directed by Power Foreman.

- Takes oil samples for lab analysis as needed.
- Performs Plant Foreman's duties in the Foreman's absence.

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

- High school diploma or GED equivalent.

Experience:

- Minimum five (5) years of experience as a heavy diesel mechanic.
- Minimum of five (5) years of welding and fabrication experience.

Other combinations of education and experience that will provide the knowledge, skills, and abilities listed below will be evaluated on a case-by-case and individual basis.

Licenses/Certifications:

- A valid Alaska Driver's License.

Preferred qualifications

- Vocational training and/or certificate in diesel or hydraulic repair
- Thorough knowledge of caterpillar diesel engines preferred.

Training: Documented successful completion of training in the following areas:

- Large bore diesel generation or other applicable technical training.
- Lock out/tag out and machine guarding
- Ladder safety
- HAZCOM and HAZMAT

Basic Competencies:

Knowledge

- Thorough knowledge of the methods, materials and tools used in the maintenance and repair of diesel engines and generating equipment.
- Working knowledge of principles of diesel generation construction and operations, including electrical and pneumatic controls, electrical connections, electrical safeties, fuel control, specifications, testing, troubleshooting, generators, voltage regulators, use of all common trade tools, meters, and equipment.
- Basic knowledge of principles of electric distribution including transformers, power cables, meters, circuit breakers, pumps, etc.
- Knowledge of the occupational hazards and safety precautions applicable to the work.
- Knowledge of standard daily recordkeeping for maintenance activities, fuel, oil, kWh generated and general operating conditions

- of the equipment.
- Working and practical knowledge of SCADA systems.

Skills

- Accurately reads and interprets manuals, drawings and illustrations. Proficiency in a Windows environment, including Word, Excel, Outlook, and data base programs.
- Knowledge of office practices, procedures, and general office equipment.
- Knowledge of general record keeping and filing systems.
- Ability to learn proper forklift operations.
- Operates a variety of power tools including overhead crane, drills, saws, pumps, and hand tools, etc.
- Operates various types of light and heavy equipment.
- Operates motor vehicles.

Abilities

- Ability and willingness to learn and apply OSHA regulations and the relevant safety standards, procedures, policies, rules, and regulations set by the Cooperative.
- Ability to maintain professionalism under pressure.
- Must be self-motivated and able to maintain focus.
- Strong written and oral communications skills, problem-solving skills, and interpersonal skills.
- Strong organizational skills with attention to detail.
- Ability to learn and apply rules, regulations, policies and procedures, and terminology used in a power generation environment.
- Ability to provide a clean driving record acceptable to NEA

PHYSICAL ACTIVITIES AND DEMANDS:

- Must be able to accomplish physical requirements with or without reasonable accommodation.
- Position requires frequently remaining stationary, standing, and traversing inside buildings and outside in fair and inclement weather,
- May be required to move up to 50 lbs of tools, materials or equipment from one physical location to another to effect or assist with equipment diagnoses, maintenance or repairs.
- Ability to manipulate objects and materials and to operate controls, tools and computer equipment.
- Ability to ascend, descend heights and get a top, ladders, stairways and platforms for occasional equipment maintenance, diagnoses and repairs.
- Ability to wear personal protective equipment (PPE) including but not limited to: hard hat, safety glasses/goggles, ear plugs/muffs, masks/respirators, safety vests, gloves and steel-toe boots.
- Ability to quickly recognize or detect plant alarms, equipment condition, and communicate efficiently with others to give and receive instructions.

- Ability to determine and assess plant operating conditions and to avoid safety hazards

WORK ENVIRONMENT:

- The employee works inside and outside in conditions inherent to an industrial environment.
- Work is also performed outside the power plant in all weather conditions ranging from moderately warm to freezing temperatures, and in rainy or snowy weather.
- The employee is regularly exposed to toxic or caustic chemicals and risk of electrical shock.
- The employee frequently works near moving mechanical parts and in high, precarious places and is frequently exposed to vibration.
- The employee may occasionally be exposed to fumes or airborne particles.
- Noise levels are moderate to high and include bells, whistles and alarms.
- The employee is required to wear ear protection while on duty and must refrain from wearing loose-fitting clothing.
- Job site will contain light to heavy equipment vehicles, small to large equipment, materials, communication equipment and tools.

TRAVEL REQUIREMENTS:

Some travel may be required for training.

OTHER DUTIES:

This job description does not contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. These duties, responsibilities and activities may change at any time, and other duties, responsibilities and activities may be assigned, with or without advance notice.

Any offer of employment will be conditional on the selected candidate, prior to beginning work, successfully passing a drug test, providing a current copy of the candidate's acceptable motor vehicle driving record, and passing a background check. This is not an exhaustive list.

Incumbent Review:

I have reviewed this job description and it is an accurate reflection of my current job duties.

Employee (Incumbent)

Date

Position Description Approval:

_____ Date _____

Employee

_____ Date _____

Plant Foreman

_____ Date _____

Operations Supervisor

_____ Date _____

General Manager

For New Employee:

I have read this job description and I understand my duties and responsibilities. I understand that my job duties and responsibilities may change on temporary or regular basis according to the needs of my location or department, and if so I will be required to perform such changed or additional duties and responsibilities. If I have any question about job duties that I am asked to perform that are not specified in this description, I understand I should discuss them with my immediate supervisor.

_____ Employee

_____ Date