

POSITION DESCRIPTION

NAKNEK ELECTRIC ASSOCIATION

Functional Title: Power Plant Foreman
Department: Operations
Reports To: Operations Manager
Supervises: 7-12 Power Plant Operator/Mechanics
Report Location: Naknek Powerhouse and Plant
Status: Non-Exempt, IBEW Represented
Schedule: Usually an 8-hour shift Monday-Friday 8:00am to 4:30 p.m., five (5) days week, but a swing or night shift may also be required, as well as occasional overtime, emergency or non-traditional work hours.
Wage Grade: Union Scale
Date Revised: February, 2022

POSITION SUMMARY:

Working closely with, and taking direction from, the Operations Manager, the Power Plant Foreman ("Foreman") is responsible for coordinating, supervising, and performing as necessary all aspects of the Cooperative's powerhouse activities. The Foreman supervises all daily responsibilities, including coordinating personnel, maintenance, repairs, materials and equipment to ensure the power plant operates efficiently and within budget to provide safe and consistent electrical power to the Cooperative's members and customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Oversees operation of diesel driven generators, electrical switchgear and other electrical equipment, including the start-up and shut-down of engines, increases in generating capacity to operating levels, powering transformers between generators and operating switchgear panels.
- Coordinates system loading and load shedding.
- Checks instruments and meters to determine proper operation of equipment and oversees maintenance of powerhouse logs and records. Maintains adequate stock of fuel, lubricants, and other materials and parts.
- Inspects and tests equipment and controls to ensure proper and efficient operating condition. Schedules equipment inspections, including outside regular business hours.
- Oversees installation of new equipment and retirement of used equipment. Schedules and ensures proper maintenance of equipment and completion of minor repairs and major overhauls.
- Oversees and assists contractors on major repairs.
- Oversees building maintenance and remodeling projects.

- Provides the Operations Manager and General Manager with fuel usage projections and requirements. Oversees the plant fuel delivery and works closely with the fuel vendor to verify fuel quality and quantity.
- Provides generation and power plant records, reports, data, and information to other cooperative personnel, and as may be required by state and federal agencies and the public.
- Performs safety training and general monitoring of the powerhouse operational training of all staff.
- With direction from the Operations Manager, prepares an annual powerhouse budget and may be authorized to order materials, write purchase requisitions, overhaul invoices, and local purchase orders (LPOs) for materials and services. Responsible for initial review and approval of powerhouse staff timecards.
- Provides input for power plant operational policies and procedures.
- With direction from the Operations Manager, exercises primary responsibility for scheduling direct reports and overseeing and monitoring the daily work of the powerhouse staff.
- Provides significant input to the Operations Manager regarding performance evaluations and corrective or disciplinary actions for powerhouse staff.
- Works closely with the Operations Manager and other utility personnel to coordinate power plant functions with other operational areas of the utility.
- Maintains productive working relationships within the Cooperative and with representatives of the community at all levels.

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

- High school diploma or GED.

Experience:

- Seven (7) years minimum operating and maintaining diesel and auxiliary equipment used in the generation of electricity.
- Five (5) years minimum supervising two or more employees in a power plant setting.

Other combinations of education and experience that will provide the necessary knowledge, skills, and abilities will be evaluated on an individual basis.

Licenses/Certifications:

- Valid Alaska Driver's License, or valid out of state license and the ability to obtain an Alaska Driver's License within 30 days of hire.
- Visible Emissions Reader Certifications or ability to obtain certification within 6 months.

Training:

Documented successful completion of training in the following areas:

- Hazardous Waste Shipping
- Forklift Operation

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

All required certifications and licenses must be kept current for the duration of employment.

Basic Competencies:

Knowledge

- Considerable knowledge of electrical theory, electrical generating processes, electrical and pneumatic controls, switchgear and other equipment used in the generation and distribution of electrical power, and ability to apply this knowledge to work situations.
- Thorough knowledge of occupational hazards and safety precautions and hazardous waste handling and shipping rules and regulations applicable to the workplace.
- Thorough knowledge of the methods, materials and tools used in the maintenance of diesel engines and generating equipment.
- Working and practical knowledge and understanding of SCADA systems.
- Knowledge of office practices, procedures, and general office equipment.
- Knowledge of general record keeping and filing systems.

Skills

- Accurately references and interprets manuals, drawings and illustrations as well as contracts.
- Safely working with high voltage equipment
- Efficiently operates, maintains and repairs diesel equipment
- Detects and identifies operational defects or faults in mechanical and electrical equipment;
- Prepares and tracks budget, and operating powerhouse generation division within allocated budget.
- Resolves relevant concerns and effectively communicates solutions and technical information orally or in writing as the situation requires
- Applies the methods, materials and tools used in maintenance of diesel engines and generating equipment
- Ability to operate a variety of power tools including overhead crane, drills, saws, pumps, and hand tools, etc.
- Ability to perform general administrative duties such as: monthly, semi-annual, and annual reports and records.
- Proficiency in a Windows environment, including Word, Excel, Outlook, and database software.
- Operates motor vehicles

Abilities

- Ability to supervise and direct others regarding powerhouse operations and complying with relevant procedures, policies, rules, and regulations.
- Ability to maintain professionalism under pressure.
- Must be self-motivated and able to maintain focus.
- Ability to identify employee training needs and activities to improve employees' professional skills, abilities, and performance.
- Ability to review and evaluate the work of subordinate staff and communicate needed adjustments to ensure that high operational and service standards are met and maintained.
- Strong written and oral communications skills, problem-solving skills, and interpersonal skills.
- Ability to provide a clean driving record acceptable to NEA
- Strong organizational skills with attention to detail.

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, platforms and tanks 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 incumbent works inside and outside in conditions inherent to an industrial environment. Work is generally performed inside the power plant, but some work may also occur outside in all weather conditions ranging from moderately warm – to freezing temperatures, and in rainy or snowy weather.
- Noise levels will be moderate to high and will include bells, whistles and alarms.
- Job site will contain light to heavy equipment vehicles, small to large equipment, materials, communication equipment and tools.

TRAVEL REQUIREMENTS:

Some travel to 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 copy of a current Alaska driver’s license or valid out of state driver’s license, providing a current copy of the candidate’s acceptable motor vehicle driving record, and passing a background check. This is not an exhaustive list. Employee will be subject to future periodic drug and alcohol tests on a random basis without advance notice.

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

Employee (Incumbent)

Date

Position Description Approval:

Operations Manager

Date

General Manager / CEO

Date

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 Manager.

Employee

Date