



## JOB DESCRIPTION

### Power Plant Operator

Date Prepared: April 2015

Class Code: 8045

**SUMMARY:** Under general supervision, performs mechanical maintenance activities of the City's power plant, Station A facility and electric substations in accordance with established policies, procedures, regulations and objectives

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs mechanical maintenance activities of the City's power plant in accordance with established policies, procedures, regulations and objectives in compliance with City policies and quality standards; duties may vary according to job assignment.
- Assists with the scheduling and oversight of contractors and/or performs all generation equipment (diesel and gas generator) maintenance; schedules all fuel pickups and drop offs for generators.
- Assists with ordering supplies and procuring materials needed to complete each repair and any other necessary items for the mechanical maintenance activities of the City's power plant, electric, water and gas systems.
- Performs assigned work order tasks associated with Power Plant maintenance, inspection and documentation activities.
- Starts up, shuts down, maintains normal operations and maintains documentation logs of power plant systems.
- Maintains and facilitates the maintenance of Station A grounds.
- Operates and performs daily inspection and maintenance of gas turbines, backup emergency generators and related systems and hardware.
- Operate equipment and machinery such as the lathe, welding apparatus, crane and other tools and equipment in the power plant.
- Performs safety inspection on all tools and equipment to ensure substation and Station A materials and devices are in proper working condition.
- Collects rain, water, and oil samples for testing purposes.
- Advises Electric Operations Supervisor of any issues with equipment or other power plant issues requiring immediate attention.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Training and Experience Guidelines:**

High school diploma or equivalent; AND three years of electric utility operations and maintenance experience.

**Knowledge of:**

- City organization, operations, policies, and procedures.
- Regulatory requirements for the operation, maintenance, and repair of gas, electric and bulk power utilities.
- Principles of electric theory, power system operations including power plant operations; fundamentals of alternating current circuits, and electrical safety policies and procedures.
- State and federal environmental protection codes and regulations; Cal OSHA regulations.
- Common hand and power tools.
- Customer service standards and protocols.

**Skill in:**

- Monitoring and applying control system principles rationally to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Reading blueprints, schematics, plans and specifications.
- Maintaining maintenance and inspection records as required by regulatory agencies.
- Utilizing public relations techniques in responding to inquiries and complaints.
- Working flexible hours or on-call schedule.
- Communicating effectively, both orally and in writing.
- Establishing and maintaining cooperative working relationships with managers, fellow employees, contractors, representatives of other utilities, suppliers and the public.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an electric plant environment and in the field, with exposure to dangerous equipment, extreme weather conditions, hazardous chemicals, high voltage, electrical shock and moving traffic.