

POWER PLANT OPERATIONS AND MAINTENANCE SUPERVISOR

DEFINITION

To plan, organize, direct and supervise operations and maintenance activities associated with the City's electrical generation plants; to oversee health and safety compliance programs; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Power Generation Superintendent.

Exercises direct supervision over assigned technical operations and maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for electric power plant operations and maintenance activities; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in the operation, monitoring, and maintenance of the City's power plants.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, supplies, and services; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Coordinate preventive and routine maintenance activities within the plants and oversee emergency repairs of plant equipment and systems; coordinate plant operation activities with other divisions, City departments and outside agencies as necessary.

Inspect and evaluate plant operations and activities; recommend improvements and/or modifications and prepare related reports; review technical reports and studies and make appropriate recommendations related to findings.

## Power Plant Operations and Maintenance Supervisor

- 2 -

Oversee zero liquid discharge processing and related water treatment; ensure best water balance is maintained; prepare and maintain chemistry logs and reports.

Develop short and long-range maintenance plan for plants; review maintenance management program on a regular basis; identify priorities and assign accordingly.

Assist with the selection and oversight of outside consultants and contractors.

Prepare and issue instructions related to efficient and effective plant operations; review reports of operating data to ensure economical and safe plant operation; review and observe operating procedures to ensure environmental and permit requirements are met.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices associated with operating, monitoring, and maintaining electric generation power plants.

Equipment, tools and materials used in operating, maintaining, and repairing combined cycle power plant equipment and systems.

Startup, shutdown, and emergency response operations used in an electric power plant.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

#### Ability to:

Organize, implement and direct power plant operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently reach, bend, squat, climb, kneel and twist while conducting field inspections; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain regulatory standards and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Be available for call-back.

Work unusual and prolonged work schedules during emergencies, seasonally-caused circumstances in varying weather and temperature e conditions.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

#### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

##### Experience:

Three years of increasingly responsible experience in operating, monitoring, and maintaining equipment and systems in a combined cycle electric power plant, including one year providing technical and functional supervision over assigned personnel.

AND

## Power Plant Operations and Maintenance Supervisor

- 4 -

### Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in electrical engineering, computer science or a related field.

### License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

02-09-13	Power Plant Operations and Maintenance Supervisor
04-19-05	Power Plant Operations Supervisor