

DEFINITION:

Under direction, supervise and control the daily operations of the Power Plant.

EXAMPLES OF DUTIES:

NOTE: The duties performed by the Power Plant Supervisor include, but are not limited to, the following:

1. Supervise daily activities of the operating and maintenance staff.

Measures: Adequate supervision and training is provided to employees. Keeps appropriate records in order to regularly evaluate employee performance. Makes self knowledgeable of City policies and procedures and ensures compliance. Ensures duties are performed in such a way to result in an optimum cost-benefit ratio.

2. Direct the implementation of the Operating Plan and Maintenance Program and identify those areas which may need improvement or further development.

Measures: Plant operations are conducted in a safe and efficient manner. Plant facilities and equipment are maintained in a safe and efficient operating condition at all times. Electrical and mechanical equipment is serviced and maintained in accordance with vendor recommendations and procedures. Effective communications are established and maintained. Utilizes good judgment in making recommendations for plant improvement.

3. Oversee water testing and treatment program.

Measures: Operating conditions are kept within required limits.

4. Ensure that thermal and electrical outputs are maintained at maximum levels and efficiencies.

Measures: Required operating conditions are maintained.

5. Respond to upset conditions, as reported by the Power Plant Operator.

Measures: Takes necessary corrective actions.

6. Report abnormal or emergency plant conditions to the Power Plant Manager.

Measures: Conditions are reported within prescribed time lines.

7. Implement the plant's preventive maintenance program, including equipment failure records, and provide trend information to the Power Plant Manager.

Measures: Program is thorough. Accurate trend information is provided to the Plant Manager within established time lines. Appropriate training is provided for all employees. Effective communications to the Plant Manager and other staff are established and maintained.

8. Administer the spare parts inventory control program and prepare requisitions for purchase orders for replacement parts, as required.

Measures: Adequate inventory is maintained. Purchase orders are prepared according to City purchasing rules and regulations.

9. Ensure that the plant's maintenance, operations, vendor maintenance, and repair manuals are properly filed.

Measures: Manuals are appropriately filed. Appropriate training for all employees is provided.

10. Prepare correspondence, reports, and records.

Measures: Writes in a clear and understandable manner. Reports and records are accurate and submitted within established time lines.

11. Prepare and maintain the plant operations manual.

Measures: Manual is kept up-to-date. Appropriate training for all employees is provided.

12. Ensure that start up and shut down procedures for all plant equipment and processes are properly implemented.

Measures: Plant equipment and processes are properly placed in service, utilized, and removed from service.

13. Sustain the morale and motivation of plant operating and maintenance personnel.

Measures: Morale and motivation of plant personnel are sustained.

14. Perform other related duties as assigned.

## QUALIFICATIONS:

### Knowledge of:

Thorough knowledge of power plant processes and procedures and understanding of maintenance and mechanical techniques or procedures, including the principles and methods, and tools and equipment used in the installation, modification, maintenance and operation of steam generating facilities and associated mechanical, hydraulic, electrical, electronic and computer systems, and all associated equipment; applicable governmental laws and regulations; terminology and mathematics associated with generation activities; basic electronic and electrical theory; budget preparation and monitoring procedures; report writing; record-keeping; effective communication skills; and effective supervisory techniques.

### Ability to:

Interact effectively with the public and employees; immediately respond to changes in plant conditions; supervise the work of others; plan and schedule work and coordinate with other departments and regulatory agencies; read and understand technical drawings, sketches, plans, specifications and maintenance manuals; and effectively communicate both orally and in writing.

### Education:

Any combination of training and experience or education that provides the required knowledge, skills, and abilities is qualifying. Typical education would include a Bachelor of Science degree in Engineering or related field from an accredited college, university, or equivalent.

### Experience:

Typical experience would include five years of journey level power plant operations and maintenance and repair experience and two years of supervisory experience.

### Special Requirements:

Possession of a valid California driver's license, or the ability to acquire one within ten days of appointment.