**POWER PLANT SUPERVISOR**

**SUPERVISOR**: Utilities General Manager

**SUPERVISE**: Power Plant Mechanic/Operator and Fleet Manager, Power Plant Mechanic/Operator, Power Plant Operator, and Power Plant Utility Worker/Laborer

**PAY SCALE**: PPSU

**APPROVED**: February 11, 2025

**FLSA CATEGORY:** Non-exempt

**AUTHORIZED FTE**: 1 FTE (40 hours per week)

**SUMMARY DESCRIPTION**

Responsible for performing, supervising, directing and coordinating the activities of the city’s power plant, substations and power availability to ensure the continuation of service for all customers in the power district. An incumbent will be required to perform duties on an on-call shift basis, as needed and is the 24/7 contact for power availability issues.

**EXAMPLES OF WORK PERFORMED**

ESSENTIAL FUNCTIONS**:** *The following examples of work are illustrative only and are not intended to be all inclusive.*

Performs supervisory functions such as assisting with staffing, scheduling work, assigning work duties, training personnel on various techniques, conducting performance evaluations and recommending/administering disciplinary actions.

Supervises and participates in activities pertaining to all facets of operation within the city’s power plant and substations which also includes load control, fleet, and large commercial metering.

Supervises and monitors plant and substation meters and controls.

Responsible for Load Management.

Supervises and participates in the maintenance, repair, operation and cleanliness of the power plant, substation, and other related facilities within the power district.

Coordinates with the Utility Manager in developing specifications for new equipment purchases; makes recommendations regarding equipment use and purchase.

Understand rate structures and develops cost spreadsheets.

Responsible for the preparation of various reports and records pertaining to the duties performed such as man hours, operation and maintenance of the facilities, utilities power supply, expenses, etc.; utilizes various computer programs in the establishment and maintenance of records and reports.

Responsible for the power plant computer operations including but not limited to reviewing, evaluating and installing software programs, Utility web page, providing support and training to personnel; assists the Utility Manager in researching and purchasing software when needed; ensures that the plant computer system continues to function properly.

Under direction of Water Supervisor, operates and monitors the water distribution system, water tower and wells via SCADA systems.

Supervises the maintenance and overhaul of all diesel engines and other equipment in the power plant and substations.

Operates various departmental equipment, machinery, vehicles and basic hand, power and electric tools in the performance of duties and according to established guidelines. Operates large trucks, fork lift, loaders, backhoe, and other vehicles as needed.

Ensures the maintenance of a safe work environment for all employees by training and monitoring employees in the safe and efficient operation of various equipment, skills and techniques; performs safety evaluations and inspects work for quality assurance in accordance with safety standards.

Plans and implements equipment and plant safety training programs and standards in coordination with other outside agencies.

Answers inquiries from the general public; receives citizen complaints pertaining to the water supply and under direction of Water Supervisor takes appropriate action to resolve problems or concerns via SCADA systems.

Assists the Utility Manager in the preparation of the departmental budget with input regarding the city’s power plant.

Attends various meetings including Board of Public Works and other committee meetings, as needed; answers inquiries and makes recommendations pertaining to the functions of the city’s power plant.

Attends professional seminars and meetings to keep abreast of the techniques and skills used in purchase of power, and power plant generation.

Assists in the maintenance of the plant supply inventory including materials, equipment, and tools; orders supplies as needed.

Responsible for the preparation of various reports and records pertaining to the duties performed such as man hours, operation and maintenance of the facilities, utilities power supply, expenses, etc.; utilizes various computer programs in the establishment and maintenance of records and reports.

Operates standard office equipment in the performance of duties, i.e. copier, fax machine, personal computer, calculator, etc.

Establishes and maintains positive public relations with the general public, other employees, other governmental agencies and municipal officials.

Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

* Materials, procedures, methods and practices utilized in maintaining power plant operations.
* Electric principles and theories.
* Methods, techniques and practices associated with the purchasing of power.
* Emergency and/or evacuation procedures and applicable federal and state standards concerning occupational hazards, employee safety and other safety precautions.
* Operation of vehicles, machinery, equipment and tools pertaining to duties performed.
* Input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.
* Geography of the city’s power district.
* City responsibilities and ability to use independent judgment in the performance of duties.

**Ability to:**

* Analyze working conditions of equipment, and to detect flaws or defects in operation.
* Read and interpret measuring and testing devices connected with plant operation
* React quickly and calmly in emergencies.
* Accurately read and interpret technical sketches, blueprints and instructional manuals.
* Plan and layout a comprehensive work program.
* Enforce ordinances and other regulations with firmness, tact and impartiality.
* Assign, direct and supervise the work of subordinates.
* Accurately prepare and maintain various records, reports and other departmental documents.
* Deal with the general public in a courteous and tactful manner.
* Perform job duties efficiently while managing frequent interruptions.
* Plan and organize a personal work schedule, set priorities and meet deadlines.
* Operate standard office equipment.
* Understand and follow both oral and written instructions.
* Communicate effectively, verbally and in writing, in English.
* Establish and maintain effective working relationships with the general public, other employees, and municipal officials.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment** Work is generally performed indoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent must have the ability to transport themselves to and from various locations throughout the power district. Duties require the ability to tolerate an indoor and work environment which includes contact with dirt, dust, chemicals, cleaning solvents, bacteria, noise and inclement weather conditions. The danger of explosion is present when working with power utilities.

**Physical** an incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, risk of electrical shock, and vibration. The noise level may be moderate to intense depending on activity performed.

**EDUCATION AND EXPERIENCE**

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

**Education/Training:**

Must have an Associate’s Degree and/or successful completion of sixty (60) semester credit hours from an accredited college or university with major work in electric engineering or a related field, or an equivalent combination of education, training and experience.

Must have four (4) years’ experience in the field of power plant operations, with at least two (2) years in a supervisory context, or an equivalent combination of education, training and experience.

**Additional Requirements:**

Ability to report to the work site within a 15-minute response time, in normal weather conditions.

Must possess a valid driver’s license.

As needed participates in rotating schedule and weekend on-call and is 24/7 contact for power plant, substation and power availability issues.