

PLANT MAINTENANCE/OPERATOR

City of Burlington

Electric Department

POSITION SUMMARY

Under the direct Supervision of the Electric Utility Superintendent, the Plant Maintenance/Operator shall perform all assigned duties. This position is responsible for the operation, maintenance, monitoring and production of power generated or purchased to the City of Burlington's distribution system. This position should possess a strong mechanical aptitude, with excellent communications, organizational, and public relation skills.

ESSENTIAL FUNCTIONS

Technical;

- Conducts testing of all departmental equipment for performance evaluation and operating efficiency;
- Monitors engine performance and generation capabilities for dual fuel operation;
- Assists in maintaining all plant records including fuel quantities, consumption and conditions, water treatment, equipment repairs, vendors support, plant performance and exhaust emissions;
- Maintains all air compressors, pumps, motors, radiators, water quality and other auxiliary equipment;
- Reads and monitors plant metering for performance and preventive maintenance.

General;

- Monitors all repairs and maintenance of department generation and associated equipment;
- Assists in maintaining spare parts inventory and external repair reports;
- Assists in maintenance and operational schedules for system readiness during peak consumption periods.

Safety;

- Enforces departmental safety procedures and practices.

Public Relations;

- Follows all department policies and procedures;
- Must be able to receive and record citizen complaints.

Training;

- Must follow departmental and municipal training schedules and opportunities;
- Expand knowledge of electrical generation systems, substations and control schemes;
- Expand knowledge of new technologies for generation controls, system monitoring, performance efficiencies, interconnection mandates, federal and state rules and regulations

MARGINAL FUNCTIONS

- Maintenance of plant and grounds
- Assists other departments as required;
- Performs other duties as assigned.

Classification: <u>FLSA: NON-EXEMPT</u> <u>ADA: APPLICABLE</u> <u>FMLA: INELIGIBLE</u> <u>WORKING CONDITIONS:</u> Adverse Weather, heights, element of risk

PLANT MAINTENANCE/OPERATOR --- POSITION REQUIREMENTS

Experience:

- Six to nine years of similar or related experience is desired.
- Employee is expected to have acquired the necessary information and skills necessary to successfully perform the job reasonably well within one year of employment.

Education:

- A high school diploma or GED is required.
- Professional mechanical experience preferred.

Technical Skills:

- This employee must be able to operate and maintain all forms of city generation equipment in an efficient and cost effective manner;
- A thorough knowledge of electrical systems, safety procedures, welding and mechanics;
- This employee must be able to operate dual-fuel engines, compressors, heat exchangers, fuel tanks, test equipment, metering, control systems and other department equipment.
- This employee should possess a strong mechanical aptitude, effective public relations, oral and written communication skills have a working knowledge of mathematics;
- This employee must be able to interpret written and oral instructions, schematics, diagrams, manuals, reports, performance monitors and metering schemes;
- This employee should possess the ability to understand and anticipate problems.

Problem Solving:

- This employee encounters problems with equipment malfunctions and uses independent problem solving to resolve.

Decision Making:

- This position makes decisions about performing necessary repairs, maintaining safety, and performing daily tasks in the safest and most efficient manner.

Supervision:

- This employee works with occasional supervision from the Electric Superintendent and limited work direction from the Senior Plant Maintenance/Operator.

Financial Accountability:

- This position is responsible for the safe operation of departmental equipment resources but does not participate in the annual budget process.

Personal Relations:

- This position is in occasional contact with the general public, departmental staff, co-workers and occasional contact with elected officials.

Working Conditions:

- This position is exposed to heavy equipment, excessive noise, confined spaces, heights and some adverse weather and the potential for electrical shock.

Physical Requirements:

- This position must have the ability of operate departmental equipment and accomplish the daily manual labor activities of lifting and carrying heavy objects, bending, kneeling and climbing.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent elements and criteria considered necessary to successfully perform the job.

**THIS JOB DESCRIPTION WAS APPROVED BY BURLINGTON CITY COUNCIL ON JUNE 4, 2008.
(Current 7-2018)**