

**CITY OF OBERLIN JOB DESCRIPTION
ELECTRIC PLANT LEAD OPERATOR / MECHANIC**

Title:	Electric Plant Lead Operator/ Mechanic	Department:	OMLPS/Electric Department
Supervisor:	Electric Generation Superintendent	Positions Supervised:	Electric Plant Operator/ Mechanic
Status:	Full-Time	Civil Service Status:	Classified/Non-Competitive
FLSA Status:	Non-Exempt	Exemption Category:	N/A
Bargaining Unit:	IBEW	Pay Grade:	Per IBEW Collective Bargaining Agreement
Schedule:	Regular business hours; some evenings and weekend hours as needed.		

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

The Electric Plant Lead Operator/Mechanic is responsible for supervising, directing and assisting in the operation and maintenance of the Electric Generation Plant and related facilities.

The Electric Plant Lead Operator/Mechanic shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Electric Plant Lead Operator/Mechanic shall demonstrate leadership and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

- High school diploma or equivalent; five (5) years experience in mechanical trades with two (2) years experience in a supervisory role or an equivalent combination of education and experience, which provides the skills and abilities necessary to perform the job.
- Valid State of Ohio's Driver License

An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Supervision:

Works under the supervision of the Electric Generation Superintendent. Supervises Electric Plant Operator/Mechanics, as directed.

Duties and Responsibilities:

- Supervise and assist in the operation, maintenance and repair of the power plant, wastewater plant and water plant engine-generators

- Supervise and assist in the operation, maintenance and repair of city-wide back-up engine-generators, as required
- Install, maintain and repair engine-generator equipment including; but not limited to, pistons, liners, rings, heads, pumps, bearings, heat exchangers and fuel systems
- Install, maintain and repair electrical systems including; but not limited to, wiring, conduit, motors, motor controls, switches, control panels, electrical panels and lights
- Install, maintain and repair plumbing systems including; but not limited to, valves, piping, gauges, fittings and tubing
- Perform periodic inspection and testing of auxiliary equipment including; but not limited to, battery banks, air compressors, tanks, pumps and chemical treatment systems
- Liaise with Electric Generation Superintendent to plan, schedule and coordinate daily work assignments of Electric Plant Operator/Mechanics
- Supervise, manage and assist with daily work assignments of Electric Plant Operator/Mechanics and ensure quality of workmanship
- Liaise with Electric Generation Superintendent to identify problems/propose solutions, monitor work flow, review and evaluate work methods and identify resource needs
- Participate in emergency standby rotation and ensure that inspections and trouble calls are handled promptly and skillfully
- Supervise and assist with the preparation of reports including; but not limited to, EPA compliance, RTO compliance, generation operations, spill prevention, equipment inspections, fuel use and maintenance logs
- Supervise and assist with the maintenance, inspection and proper storage of tools, materials and equipment and report any deficiencies to the Electric Generation Superintendent
- Operate all tools and equipment necessary for plant maintenance including; but not limited to, welding equipment, lathe, drill press, metal cutting saw, hydraulic press, grinders, micrometers, and depth gauges
- Operate motorized equipment necessary for plant maintenance including; but not limited to, skid steer, forklift, bucket truck and dump truck
- Supervise and assist with the maintenance and general housekeeping of electric department buildings, facilities and grounds
- Participate in training programs, seminars to advance job knowledge, safety and equipment operation
- Comply with all job safety requirements and applicable OSHA safety standards pertaining to essential job functions
- Assist the Electric Generation Superintendent with compliance for all safety and utility policies, procedures and regulations
- Responsible for Electric Generation Superintendent's duties in his/her absence
- Shall be available, as required, to handle unusual or emergency situations
- Perform other related duties as assigned

Required Knowledge, Skills and Abilities:

- Knowledge of basic concepts of electric power generation and electric principles
- Knowledge of basic theory, construction and application of mechanical components used in electric power generation
- Knowledge of work methods, occupational hazards and safety codes, in performing electric power generation operation and maintenance work
- Knowledge of electric power generation tools and equipment, including their design, uses, repair and maintenance
- Knowledge of electric power generation system used by the City
- Knowledge of City and department-specific policies and procedures
- Knowledge of pertinent Federal, State and local laws, codes and regulations related to electric generation

- Must possess high quality organizational skills in order to administer a myriad of activities simultaneously
- Must possess effective leadership, managerial, communication, math and interpersonal skills
- Ability to make sound decisions and perform duties with minimum supervision
- Ability to effectively supervise, train, prioritize work assignments and report on staff performance
- Ability to perform strenuous physical work including; but not limited to, extended walking, standing, lifting, climbing and stretching
- Ability to operate, inspect and maintain a variety of equipment and tools used in the electrical industry in the performance of work as an Electric Plant Lead Operator/Mechanic
- Ability to utilize modern office methods, equipment and record keeping
- Ability to interpret documents such as safety rules, operations and maintenance instructions and procedure manuals
- Ability to interact courteously and professionally with the general public and to establish and maintain cooperative working relationships with those contacted during the course of work
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations, as required, in support of goals

Licenses and/or Certifications:

- Valid State of Ohio Driver's License

Work Environment:

Work is mostly performed indoors, but is occasionally performed outdoors, and sometimes in inclement weather conditions. Hand-eye coordination is necessary to operate hand and electrical tools and equipment, as well as to operate personal computers and other office equipment as needed. May walk on uneven or steep ground and be exposed to electrical hazards and extreme conditions of weather, sound, temperature, odors or other unpleasant conditions.

Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours.

SAFETY SENSITIVE POSITIONS ARE SUBJECT TO DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.

Employee Signature/Date

 8/4/15

Human Resources Signature/Date

 7/28/15

Appointing Authority Signature/Date

 7-30-15

Supervisor Signature/Date

 8/4/15

Law Director Signature/Date

Reviewed by Civil Service Com.: N/A

Reviewed by City Council: N/A