

P.U.D. No. 1 of Pend Oreille County
Position Description (Bargaining Unit)

POWER SUPPLY (HYDRO) OPERATOR
Hydro Production

Approved By:

Incumbent

Manager, Hydro Production

General Manager Date

I. POSITION SUMMARY

The purpose of this journeyman level position is to safely perform operational duties related to District powerhouse, dam, pumping and waterway equipment, enabling the highest possible level of generation production, equipment reliability/performance, and personnel safety. The incumbent will perform such duties as they relate to the following equipment: turbines, governors, generators, pumps, motors, heavy and light mobile equipment, air compressors, HVAC equipment, dam structural equipment (including spillway gates, hoists and cranes). The position incumbent will work with other Plant and District personnel. The incumbent will also work independently to complete specific tasks and other work assignments.

The incumbent will be required to have extensive experience in the operation of production/generation equipment and systems. The position is governed at all times by current work practices and procedures as established and modified by the District, and assumes responsibility for completion of tasks in a manner that will ensure the safety of both the incumbent and others.

II. REPORTING RELATIONSHIPS:

1. Reports to: The Manager, Hydro Production will provide management oversight with regard to overall work performance and adherence to District policies, methods, and work procedures.
2. Directed by: Manager, Hydro Production. This position requires highly motivated and self driven personnel. A substantial portion of the working times will be performed alone as the sole employee at the plant. Supervision will be general in nature; incumbent will be expected and able to work safely and effectively with minimal and at many times no supervision.

3. Assignments are given orally or in writing with some technical support, along with selected appropriate direction by task. Work is reviewed by either direct observance in accomplishing the assigned task, inspection of the finished product, or successful implementation of the finished product.
4. Cooperates and coordinates with other District staff, as well as with external contacts (individuals, organizations) as required. This position requires occasional contact with the public and the effective use of two-way radio and cell phone communication.

III. RESPONSIBILITIES, DUTIES AND AUTHORITIES

1. Starts, stops, synchronizes and adjusts voltage, load and power factor of District turbine/generator units and auxiliary equipment.
2. Operates and monitors plant electrical systems.
3. Maintains specified dam flows and water levels.
4. Reads and records instrument data. Accurately computes water flows. Prepares operating reports and maintains station records.
5. Operates and controls low, medium, and high voltage switchgear. This may require the use of hot sticks, insulated gloves, and other safety equipment as required by industry practice and regulation WAC 45. Operates and switches distribution voltage switchgear under the direction of dispatch personnel.
6. Operates heavy lifting equipment, including operation of 100 ton gantry crane for the lifting and adjustment of spillway gates at Box Canyon Dam.
7. Performs structural and equipment inspections of Box Canyon Dam, power plant and switch yard in order to detect failure or impending failure of structures or equipment. Detection of any abnormality requires the taking of remedial action where possible and proper recording and reporting to responsible individuals.
8. Works with maintenance personnel to establish clearance requirements. Certifies and issues clearances and receives clearance releases for authorized work on equipment within realm of responsibility. Performs required switching and tagging to safely secure equipment for maintenance.
9. Keeps a clear, concise and accurate log of activities during assigned shift to insure that matters of importance are properly conveyed to operators on subsequent shifts.
10. Maintains security of facilities and equipment through observation, use of available surveillance equipment and the proper locking of entry points.

11. Exercises tact, courtesy and diplomacy when interacting with the public in order to affect and maintain a good public image for the District at all times.
12. Requires thorough understanding of Production Lockout Tagout (LOTO) program and distribution clearance program. Will be required to administer LOTO program for Production facilities to safely remove equipment from service for maintenance purposes. Will also be required to operate and clear distribution equipment for the safe switching of equipment for line operations.
13. Operates radio, computer and telephone equipment for the purpose of receiving, sending or relaying information pertinent to maintaining effective operational and maintenance communications within the District.
14. When serving as relief operator, will fill vacated shifts created by other operators personal leave. Will conduct inspections and/or review operations at reservoirs, pumping plants, generating stations, distribution substations and at other District river sites and (or specific equipment) as directed. When so assigned, will maintain communications with the shift operator at Box Canyon keeping him/her informed of itinerary and change of status of equipment, etc. When assigned the Calispell Power Plant, will start/stop, synchronize, adjust voltage, change jets, open or close needle valves, gate valves, etc., as necessary to assure maximum use of available water from Power Lake. Will clean equipment and powerhouse, wiping up excess oil, etc. Will add oil as necessary and grease appropriate fittings. Will check Power Lake water level and record it as well as other appropriate data in station log and appropriate record form.
15. Trains or assists in the training of apprentice operators by providing guidance and instruction in all aspects of the operator program.
16. Responsible for maintaining positive, cooperative and professional relationships with all District personnel.
17. Assists in the preparation of written standard operating procedures.
18. Performs alone during many shifts and assignments. Must act autonomously, and make decisions in accordance with District policies and procedures. During many working hours, is solely responsible for the operation of District assets, including Box Canyon Dam.
19. Responsible for supervisions of apprentice operators when working on the same shift.
20. Under the requirements of WAC 45, responsible for the safety of personnel working under clearances issued by journey hydro operator.
21. May perform other duties for which the employee is qualified and can be performed safely (alone or under the direct supervision of a qualified and trained individual).

The District has the right to modify, change or eliminate portion(s) of the job description in relation to District needs.

GENERAL COMMENTS: Requires 12 and 8 hour rotating shift work as outlined in current contract. Work is normally performed inside in a well-lighted work space with a low level of exposure to weather elements. Occasionally works in proximity to high voltages and currents. Occasional outside work exposes employee to weather elements, including climate extremes (temperature, precipitation, wind, etc.). Work may be subject to equipment and machinery noises. Outside the control room, employee will be required to wear Personal Protective Equipment (PPE) such as hard hats, earplugs and respirators according to the requirements of the environment or the job. See below for more specifics.

IV. POSITION REQUIREMENTS

Education/Experience:

1. A high school diploma or GED is required
2. Vocational/apprenticeship training resulting in journeyman level operator skills that allow the incumbent to fully perform the responsibilities, essential duties and authorities described above.

Skills & Abilities:

1. Knowledge of and ability to correctly use appropriate safety practices in a utility setting, including (but not limited to): Lock Out Tag Out (LOTO), confined space entry, first aid/cardio pulmonary resuscitation, including Automated External Defibrillator (AED), etc.
2. Knowledge of the National Electrical Safety Code (NESC) and all applicable Occupational Safety & Health Administration (OSHA) and Washington Industrial Safety and Health Act (WISHA) regulations.
3. Ability to apply logical thinking to diagnose and solve practical problems without supervision, and to comprehend and effectively carry out instructions.

4. Ability to mathematically add, subtract, multiply, and divide; work with decimals and fractions; and understand and calculate measurements.
5. Ability to read, analyze and comprehend relevant instruction manuals, construction drawings, electrical diagrams, blueprints, schematics, and maps in connection with the essential duties of the position.
6. Ability to properly prepare required forms and reports.
7. Ability to communicate well both orally and in writing.
8. Ability to receive guidance and supervision, follow work rules, safety practices, work procedures, meet punctuality and attendance standards, and complete assignments in an appropriate time period.
9. All performance standards must be completed in a competent manner.

Physical Requirements:

1. Demonstrated eye and upper limb coordination is required to operate switches and controls.
2. Ability to operate large valves, apply servolocks, lift deck hatches and other jobs requiring in excess of 50 pounds of pulling or turning force.
3. Ability to operate a snowmobile and other motorized equipment to access remote sites.
4. Ability to operate and control vehicles in off-road and inclement weather conditions in order to access remote sites and perform duties.
5. Ability to engage in prolonged and varied periods of sitting, standing, walking and climbing ladders and stairs.
6. Ability to work, walk and drive effectively under adverse climate conditions, including hot/cold temperatures, rain, snow, humidity, etc.
7. Ability to work safely and comfortable at heights and underground facilities. Must also be able to work near, on and over bodies of water (e.g. lakes, rivers, spillways, etc.)
8. Ability to traverse over rough, uneven terrain. Occasional use of snowshoes, snow machines and other equipment may be necessary to reach remote, rural locations.

9. Ability to wear, when required, appropriate company provided clothing and breathing apparatus to work in confined spaces.
10. Ability to operate controls requiring grasping and fine manipulation.
11. Ability to perform under stress when confronted with emergency, critical, unusual or dangerous conditions or in situations when sustained attention and focus is critical to the safe and effective performance of the job.
12. Corrected vision must be sufficient to meet the essential functions of this position, including correct differentiation of colors.

Licensing & Certification:

1. Incumbent is required to possess and maintain a valid state Driver's License
2. Must possess and maintain a current (Cardiopulmonary Resuscitation CPR)/First Aid Card, as well as other safety-related certifications associated with the essential duties of this position.

Notice

1. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent shall possess the abilities and aptitudes to perform each task proficiently.
2. "Ability" means to possess and apply both knowledge and skill.
3. All tasks and requirements are essential to job functions. This document describes the selection requirements in terms of tasks required to qualify for this position.
4. Must be physically, mentally, emotionally and technically capable of performing all of the above essential functions in a manner that is safe for the employee, co-workers and members of the public.
5. This position is not exempt from the overtime requirements of the Fair Labor Standards Act.