

JOB DESCRIPTION
VIRGINIA PUBLIC UTILITIES

Date Updated 01/15/10 Approved by _____

Bargaining Unit _____ Non-Bargaining

- I. **TITLE:** Supervisor – Power Plant Maintenance
- II. **RATE OF PAY:** As per Personnel Policies for Non-Represented Employees
- III. **REPORTS TO:** Director-Power Plant
- IV. **RESPONSIBILITIES** (not meant to be inclusive of all duties to be assigned):
1. Ensures all areas of responsibility are in compliance with established standards, rules, and requirements as set forth through department policy.
 2. Supervises and documents power plant electrical and mechanical maintenance jobs. Maintains accurate records. Inspects for safety, operations and maintenance deficiencies, and other problems. Initiates corrective action and follow up, as required.
 3. Personally works with Director-Power Plant, and vendors when applicable, to establish specifications for power plant maintenance and construction materials.
 4. Implements power plant maintenance goals and appropriate action plans. Also, assigns work or delegates authority to assign work to subordinate crew leaders and follows up on maintenance activities of power plant and water plant equipment, buildings, and other facilities.
 5. Participates in the planning, designing, and establishing specifications for construction of new facilities and equipment, as well as, repairs or modifications to existing power plant and water plant facilities.
 6. Ultimate responsibility for the interpretation of state and federal regulations, operations, and administrative policy development as well as updating, correspondence, communications, enforcement, and record retention for environmental regulations.
 7. Develops and revises company policies and procedures with respect to environmental regulation. Acts as department environmental spokesperson on task force groups at state agencies, as requested. Responsible for staying current and with legislative changes affecting the community, businesses, and Utility personnel.
 8. Assists in supervising all aspects of power plant operation to ensure the proper amount of heat generation and electricity purchased and generated meet the community and contractual needs. Plans preventative maintenance programs and procedures to ensure continuity of electricity and heat supply (shutdowns, etc.).
 9. Interviews power plant equipment vendors to discuss new equipment availability, as well as, problems with existing equipment. Makes recommendations, when appropriate, based on outcome of meeting.
 10. Participates in preparing annual budget, including cost estimate for capital, operations and maintenance items, and operates within approved budget variables.
 11. Assists in establishing workforce requirements and may participate, as requested, in the selection of personnel for the power plant maintenance departments.
 12. Recommends safety and personnel development training, as required. Responsible for Worker's Compensation costs for the maintenance departments in the power plant and employee attendance at mandated safety training sessions.
 13. In the case of an extreme emergency situation, makes independent decisions that are in the best interest of the Utility. Assumes the duties of Director-Power Plant on request during absences.
 14. Coordinates large projects such as major overhaul of boilers, turbines, generators, and the water plant facility.
 15. Represents the Utility in the first step of the grievance procedure, when appropriate.
 16. Supervises within the scope of the Union Contract--prepare exhibits and materials

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management will use for collective bargaining.

17. Supervises Maintenance man, Maintenance Welder, Plant Electrician, Janitor, Fuelhandler, Ash Truck Driver, Laborer and other personnel, as assigned.
18. All other duties as assigned.

V. WORK SCHEDULE: Generally dayshift, Monday through Friday
Must be available for emergency callouts and weekend or holiday duty as assigned

VI. MINIMUM QUALIFICATIONS:

1. Educational – Two-year degree and four years of power generation experience –or– eight years of power generation experience in an electric utility. Equivalent maintenance experience in another major industrial facility will be considered.
2. Knowledge-
 - a. Progressive experience in the planning, directing, and controlling of steam and electric generation and purchase of electricity to include two years of supervisory experience preferably in construction, operation, and maintenance of a utility power plant. Equivalent maintenance experience in another major industrial facility will be considered.
 - b. Thorough familiarization with EPA, MPCA, OSHA, MNOPS, MHD, and other regulatory agencies relevant to Utility operations.
 - c. Must possess the ability to organize, make decisions, lead and communicate to individuals both inside and outside the utility.
 - d. Computer literacy is required.
3. Licensing- Class A Chief Boiler Engineer License is desirable. Class D drivers license required.

VII. PHYSICAL REQUIREMENTS are those necessary to successfully perform the essential functions of this job:

1. Regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms
2. Must have ability to communicate with employees, customers, and vendors. Must have demonstrated skills in verbal and written communication.
3. Frequently required to walk, sit, climb or balance; occasionally required to stand and stoop, kneel, crouch, or crawl. Must be able to climb stairs.
4. Must occasionally lift and/or move up to twenty (20) pounds
5. Specific vision abilities required include close vision, distance vision, peripheral vision, and depth perception.

VIII. WORK ENVIRONMENT:

1. Often indoors but near moving mechanical parts and equipment
2. Often outdoors in heat, wet/humid, extreme cold, and exposed to fumes or airborne particles
3. The noise level is moderate to loud