

**KODIAK ELECTRIC ASSOCIATION, INC.**

**POSITION GUIDE**

<b>POSITION TITLE:</b> Power Generation Technician – Terror Lake Hydroelectric Project	
<b>DEPARTMENTS:</b> Power Generation	<b>REPORTS TO:</b> Manager of Power Generation
<b>FLSA STATUS:</b> Full-Time Hourly Union Position	<b>STARTING SALARY:</b> Hourly Rate: \$51.81
<b>APPROVED BY:</b> _____ <i>President/CEO</i>	_____ <i>Date</i>
<b>APPROVED BY:</b> _____ <i>Department Manager</i>	_____ <i>Date</i>
<b>RECEIVED BY:</b> _____ <i>Employee</i>	_____ <i>Date</i>

**I. OBJECTIVE**

To provide the highest quality of service to meet the objectives of the Association by competently servicing, repairing, maintaining and operating electrical and mechanical equipment for KEA’s generating plants.

**II. REPORTING RELATIONSHIPS**

- A. Reports to:** Manager of Power Generation
- B. Supervises:** None

**III. RESPONSIBILITIES AND AUTHORITIES**

- A. Performs power plant electrical and mechanical maintenance as needed.
- B. Assists in the operation and maintenance of MapCon Maintenance Program.
- C. Assists with equipment inventory to ensure parts are charged out and inventory levels are maintained.
- D. Performs the duties required in order to operate the generating power plants.
- E. May make the appropriate entries in all mechanical and electrical maintenance records as directed.
- F. Will be required to assist or perform the duties of the operator.

- G. Maintains, repairs, and operates remote generators and equipment associated with the Terror Lake project. Maintains and operates heavy equipment and vehicles needed to maintain the Terror Lake project. Maintains and repairs communications equipment.
- H. May be required to maintain and repair generating equipment and auxiliaries at any location that KEA operates and maintains equipment.
- I. May be required to train new employees.
- J. Must be able to live and work, with a positive attitude, in a camp environment.
- K. Will work two weeks on, two weeks off shift of twelve (12)-hour days; shift change days are Wednesdays.
- L. Rotates with other site employees for after hours on call duty for trouble calls and manning around the clock in case of emergency.
- M. Assists in the development of procedures for Terror Lake Power Generation Technicians.
- N. Must attend and participate in safety meetings, safety training, and job briefings.
- O. Will be required to perform system dispatching and control duties, including answering trouble calls, alarms, etc., while stationed at Terror Lake.
- P. Such other duties as may be assigned by the Manager of Power Generation.
- Q. The above items are not intended to be all-inclusive of the essential functions or requirements of this type of work as they may be subject to change based on the operating necessity of the Association.

#### **IV. RELATIONSHIPS**

All employees are required to comply with all provisions outlined in the KEA Policy Manual and the KEA/IBEW Labor Agreement.

##### **A. Internal**

- 1. Reports to the Manager of Power Generation, or in his absence, the President/CEO, in order to operate and maintain the hydro project's electrical, communications, SCADA, and mechanical equipment.

2. Cooperates with the power system dispatchers, power plant mechanics, electricians, and Terror Lake operators in accomplishing a job efficiently and safely.
3. Cooperates with the Manager of Operations and Engineering and all line crew personnel in accomplishing a job efficiently and safely.
4. Cooperates with the Substation Electrician and Wireman in the operation and maintenance of project facilities.

**B. External**

1. Assists in providing reliable electric service and securing and maintaining good member relations.
2. Advises and assists in promoting good relationships and developing increased understanding and acceptance of the cooperative by the public.

*Disclaimer Statement:* This position guide has been written to reflect management's assignment of essential functions, and does not constitute a written or implied contract of employment. It does not prescribe or restrict the tasks that may be assigned. KEA reserves the right to revise or change job duties and responsibilities. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. *Note: The Position Specification document is a separate document from this Position Guide, but has been attached to this document for ease in reading.*

# **KODIAK ELECTRIC ASSOCIATION, INC.**

## **POSITION SPECIFICATIONS**

### **POSITION TITLE: POWER GENERATION TECHNICIAN – TERROR LAKE**

#### **I. EDUCATION/EXPERIENCE**

- A. Appropriate vocational degree, Electrical Certificate of Fitness, or certified OEM Trained is required.
- B. Experience in Power Plant Maintenance is desired.
- C. Must have a valid Alaska Driver's License and be insurable under KEA's present insurance rate structure. An annual consent for a release of driving record is required.
- D. Must have current First Aid and CPR card and confined space training within 90 days after employment.

#### **II. SKILLS, ABILITIES AND KNOWLEDGE**

- A. Must have knowledge of electrical and mechanical maintenance and operation of hydroelectric turbines and generators, and diesel generators. Must be familiar with the maintenance and operation of Electric Generating Power Stations. Must have full knowledge of lockout/tagout procedures, dispatch switching order procedures, log maintenance programs, air systems, water systems, fuel and oil systems, hydraulics systems, and tools.
- B. Must have mathematical development sufficient to be able to use practical applications of fractions, percentages, ratios, proportions, or other math skills normally required in mechanical and electrical work.
- C. Must have developed language skills to be able to: speak, write, hear, and understand the English language; read newspapers, periodicals, journals, and manuals; courteously, consistently, and accurately communicate with customers and fellow employees and supervisors; and complete time cards, reports, data tickets, logs, or similar paperwork following prescribed formats as explained by supervisor. Must have the ability to communicate courteously, consistently, and accurately with consumers, fellow employees, and supervisors. English is the business language of the cooperative. Second languages are regarded as excellent and desirable skills.

- D. Must have basic computer operational skills and experience, and the ability to adapt to SCADA computer control systems.
- E. Must have the ability to work independently and with limited supervision.

### **III. OPERATING GUIDELINES**

Demonstrates high-level skill in the performance of his/her trade or profession. Understands how the business works and stays current with the changes occurring in both the industry and the personal job. Visibly demonstrates commitment to continual improvement in processes and self-development. Demonstrates an ability to look at the “big picture” for processes rather than an individual task. Understands the costs to do business and views self as a resource in controlling business costs by working efficiently and using cost effective materials and equipment. Understands that value and safety are important aspects of the business. Is a team player working to make the cooperative responsive, proactive, and of value to the community.

### **IV. WORKING CONDITIONS**

- A. Physical Effort and Dexterity
  - 1. Must have full use of hands; position requires sitting, standing, walking, climbing stairs, climbing ladders, balancing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, hearing, seeing, talking, and understanding.
  - 2. Must have the physical ability to lift, carry, and work with heavy tools and parts, and be able to access and work in vaults and basements and on scaffolding. Must be able to lift 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds; requires exerting 50 to 100 pounds of force frequently and/or 10 to 20 pounds of force constantly to move objects. Walking and carrying of equipment and materials is required; repairs are sometimes made in the field. Must be physically able to climb and descend several flights of stairs several times per shift, and be able to maneuver around very heavy operating equipment without effort.
  - 3. Must be able to take high levels of stress at times and be prompt for work when scheduled.
  - 4. Must be able to see and recognize equipment problems and have corrected vision to 20/40 in one eye, and must be able to hear telephones, radios and malfunctioning equipment.

B. Environmental Conditions

1. Work around solvents, fuel, oils, and industrial cleaners and paints is required.
2. Must be able to perform inside and outside work in all types of weather with no effective protection from weather, including but not limited to rain, high winds, temperature in excess of 80 degrees Fahrenheit or below -30 degrees Fahrenheit, large amounts of snow (using snow shoes), long periods of darkness, etc.
3. Travel by motor vehicle, aircraft, helicopter, and boat is required. Must be able to fly as a passenger in fixed wing and helicopters, and be able to board and ride in boats. Travel out of Kodiak to the Terror Lake Hydroelectric Project is required in the performance of work responsibilities.

C. Overtime Requirements

All KEA hourly employees are expected to work widely varying amounts of unscheduled overtime during unit restoration activities or scheduled overtime required to accomplish special projects. Such overtime could range from working a normal 12 hour day to a 16 hour scheduled work day during turbine and generator overhauls. Employees will be compensated at appropriate rates for such time worked as specified in the collective bargaining agreement between KEA/IBEW.

Note: Complete achievement of certain of the above specifications may not be required if, in the opinion of the KEA hiring supervisor, a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential. Should an applicant be deficient in certain educational achievements, offsetting experience may be substituted or vice versa.