

# KODIAK ELECTRIC ASSOCIATION, INC.

## POSITION GUIDE

<b>POSITION TITLE: Manager of Power Generation</b>	
<b>DEPARTMENTS: Power Generation</b>	<b>REPORTS TO: President/CEO</b>
<b>FLSA STATUS: Full-Time Exempt Position</b>	<b>POSITION GRADE: XX</b>
<b>APPROVED BY:</b> _____ <i>President/CEO</i>	_____ <i>Date</i>
<b>RECEIVED BY:</b> _____ <i>Employee</i>	_____ <i>Date</i>

### I. OBJECTIVE

To effectively lead and manage the Power Generation Department resulting in efficient, safe and reliable power generation for the Cooperative.

### II. REPORTING RELATIONSHIP

- A. Reports to: President/CEO
- B. Supervises:
  - Chief Technician
  - Power Generation Technicians
  - Power Generation Technicians – Terror Lake
  - Dispatch/Operators
  - Maintenance/Relief Operator

### III. RESPONSIBILITIES AND AUTHORITIES

- A. Responsible for overall performance of power generation facilities and equipment.
- B. Manages departmental subordinate supervisors and directly supervises all employees not supervised by the subordinate supervisors.
- C. Ensures that adequate generation is available at all times to meet the system load requirement.

- D. Oversees the preventative maintenance program, equipment performance efficiencies, and cost control to provide the most reliable and cost effective power generation.
- E. Carries out supervisory responsibilities in accordance with the Cooperative's policies, collective bargaining agreements, and applicable laws. Responsibilities include interviewing, recommending, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees, up to and including recommendation for termination; and addressing complaints and resolving problems.
- F. Responsible for safe and efficient operation of the power generation systems.
- G. Develops, prepares, and follows annual departmental budgets.
- H. Responsible for departmental short-term and long-term planning.
- I. Responsible for power generation projects.
- J. Responsible for compliance with all applicable safety and environmental regulations.
- K. Responsible for the safety program in the Power Generation department in coordination with the Manager of Operations, Substation Superintendent/System Engineer, and the corporate Safety and Loss Control Program.
- L. Works daily on establishing and promoting positive relationships with co-workers, cooperative members, associated organizations, and the public, while remaining in compliance with Board and operating policies of the Cooperative.
- M. Participates in President/CEO's staff meetings regarding future plans, management policies, internal procedures, and confers on mutual problems and information.
- N. Conducts regular informational and safety department meetings.
- O. Possesses a high level of confidentiality in all matters and maintains confidential corporate documents.
- P. Performs all other duties as required.

#### **IV. RELATIONSHIPS**

A. Internal

1. Provides the President/CEO with accurate timely information.
2. Coordinates with Department Managers and their designees in all areas of Operations, Substations, Engineering, Power Generation, Finance and Administration, and Safety and Loss Control.

B. External

1. Communicates and interfaces with state and federal agencies and consultants as well as statewide, regional, and national associations on cooperative business issues.
2. Provides prompt and courteous service and adequate information relative to Operations and Safety and Loss Control to consumers.

*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: Manager of Power Generation**

#### **I. EDUCATION**

Bachelor of Science degree in Electrical, Civil, or Mechanical Engineering preferred. May substitute experience for education.

#### **II. EXPERIENCE**

Ten years of power generation experience preferred.

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

Working knowledge and experience in power generation systems and equipment. Working skills in personal computer, word processing, spread sheets and data bases (Microsoft Office Suite) required. Must demonstrate executive level communication, interpersonal and leadership skills. Must have attentive listening skills and the ability to communicate both orally and in written format to individuals and small groups in a clear, effective, and professional manner. Must be able to work effectively with individuals and groups within and outside of the organization. Must be able to exercise discretion and use sound judgment in dealing with people and confidential information.

#### **IV. 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. Understands the cooperative business.

## **V. WORKING CONDITIONS**

Must have a valid Alaska driver's license and be insurable under KEA's present insurance rate structure. Must have full use of hands; position requires sitting, standing, walking, climbing stairs, hearing, seeing, talking, and understanding. Generally accepted office conditions; field work in all kinds of weather conditions and terrain. Must be able to fly as a passenger in fixed wing and helicopters; must be able to board and ride in boats. Extra hours are required from time to time. All KEA exempt employees are expected to work when required during power restoration activities and to accomplish other projects.