

OPERATIONS SUPERVISOR

Definition:

Under the administrative direction of the Director of Power Generation Services to lead, plan, direct and participate in the more complex and difficult work and be responsible for the operation of hydroelectric plants, and related water facilities in accordance with established procedures and standards. To mentor and train hydroelectric plant operators; and to prepare and deliver plant status reports.

Distinguishing Characteristics:

This class is required to function independently with only administrative direction and is distinguished from other positions in this series by exercising functional and technical direction over the Roving Operators and Station Attendants. This involves regular operation of a motor vehicle; traversing uneven ground; climbing, stooping, carrying and lifting (up to 75 lbs.); working outside in all types of weather at distances from any other facilities.

Examples of Duties:

- inspect and operate hydroelectric project facilities such as powerhouses, dams, intakes, gate houses, gauge stations and communication installations;
- supervise and review the work of the Roving operators and Station Attendants;
- administer performance evaluations to operations staff to include Roving Operators and Station Attendants
- schedule and assign operator duties;
- review project assignments with operators;
- inspect and report on plant conditions;
- identify needs for training;
- instruct and train operators in proper procedures;
- advise the Director of Power Generation Services on work status, personnel issues, performance evaluations and other issues;
- trouble-shoot operational problems and provide guidance to operators;
- facilitate communication and resolution of work issues through active listening and consensus building processes;
- coordinate operations, goals and objectives;
- respond to emergencies including making sure proper notifications are made to emergency responders and regulatory agencies;
- oversee preparation of operational guidelines;
- perform stand-by duties and respond to emergency call outs;
- perform full duties of Roving Operators and Station Attendants at unattended hydroelectric plants;

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- read and record data;
- report project status to PG&E and Director of Power Generation Services;
- plan and prepare code switching orders, clearance request and operating orders;
- patrol and inspect back-country penstocks, tunnels, hydroelectric plant locations, gauging stations, and other project facilities in a vehicle;
- performs routine housekeeping and maintenance on electrical and mechanical equipment;
- ensure that necessary resources and supplies are available, check and report to Director of Power Generation Services on plant operations, safety and procedures;
- prepare and submits trouble reports;
- prepare switching and clearance orders;
- monitor and regulate water releases;
- perform routine maintenance on plants;
- cleans trash racks, gates, and other equipment;
- operate plants and perform all other operations related work within established procedures and safety practices;
- perform routine operation tests on plant equipment, collect samples, and adjust equipment;
- perform related duties as required.

Qualifications:

Knowledge of:

- hydroelectric plant operating standards, procedures and policies;
- routine building maintenance and housekeeping;
- basic mechanical maintenance and repair;
- electrical maintenance and repair practices;
- recordkeeping practices;
- Placer County hydroelectric facilities and locations;
- electrical and mechanical maintenance safety requirements;
- real time and off-line computer applications.

Ability to:

- operate power plants and make operational changes as directed/needed;
- identify and investigate unsafe conditions and formulate response for corrective action;
- demonstrate initiative and independent thinking;

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- troubleshoot operational problems;
- recognize and correct unusual, inefficient or potentially dangerous operating conditions;
- lead and respond effectively to system upset conditions and emergency situations;
- read and interpret plant and piping diagrams and plans;
- train other operators in plant operations;
- provide technical assistance to other operators;
- maintain operations records and logs;
- assist with coordination of all deliverables parts and supplies;
- communicate effectively both orally and in writing;
- deal tactfully and courteously with the public, customers and staff;
- operate a motor vehicle safely and effectively;
- perform routine electrical, mechanical and building maintenance duties efficiently and effectively;
- follow oral and written instructions and directions;
- establish and maintain effective working relations;
- work independently with little or no direct supervision;
- follow safety regulations and requirements;
- maintain maintenance and operations records and documentation;
- operate mobile telephone and radio equipment;
- learn CPR and first aid.

Education/Experience:

Sufficient education, training, and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by the completion of the requirements for graduation from high school and four (4) years experience in the operation and maintenance of hydroelectric power stations, and related equipment and facilities, or an equivalent combination of education, training and experience.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.