

CORDOVA ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION

POSITION TITLE: **APPRENTICE MAINTENANCE OPERATOR**
DEPARTMENT: **GENERATION**

Last Reviewed: February 2022
Classification: FLSA Non-Exempt Hourly
Reports To: Manager of Generation
Supervisory Responsibilities: None
Pay Grade or Range: Starts at \$28.33/hr
Position Type: Full-Time
Schedule/Hours: 10-hour 4-day or 8-hour 5-day weekly work schedule
 Scheduled and unscheduled overtime required as needed, including 24-36
 hours of continuous work during outages

This is an entry-level position. Under the supervision of a Journeyman Maintenance Operator, Foreman, Manager of Generation, or other management designated by the CEO, the incumbent assists in the maintenance/operation of vehicles, turbines, engines, generators, control board, and associated auxiliary equipment as needed to supply power to the cooperative members.

I. ESSENTIAL FUNCTIONS

Under direction of an operator/foreman, the incumbent must be able to efficiently and safely:

- A. Maintain a reliable supply of electrical energy through starting/stopping generating units as necessary. Adjust load between operating units. Perform visual checks, maintain operating maintenance logs, take hourly readings, and dispatch power through operating feeder reclosures and circuit breakers in an emergency.
- B. Provide input for revisions or improvements in the generation and maintenance programs.
- C. Assist in the repair and maintenance of diesel engines, hydro generation units, and accessory equipment, plumbing, motors, pumps, and all other auxiliaries used to generate electricity, and other CEC property or equipment as assigned.
- D. Adjust work procedures to meet production schedules using acquired knowledge of units and equipment.
- E. Diagnose trouble in the units, disassemble engines, examine and evaluate parts for defects and excessive wear, recondition or replace parts such as pistons, bearings, valves, bushings, and other necessary parts as needed.
- F. Assist in repair of any necessary equipment and other plant related tasks.
- G. Successfully complete required training course for Maintenance Operators.

Employee must be able to perform the essential functions of the position satisfactorily. If requested, reasonable accommodations may be made to enable an employee with a disability to perform the essential functions of the job, absent undue hardship.

II. QUALIFICATIONS

Qualified candidates for this position will have the relevant education and experience necessary to perform the essential functions and meet the minimum performance expectations for this position.

Required Qualifications/Experience:

- A. A High School Diploma or GED.
- B. A valid State of Alaska driver's license.

Preferred Qualifications/Experience:

- A. Prior electric, mechanical, or electric utility experience.

Required Knowledge, Skills, and Abilities:

- A. Read maps, specifications, staking sheets, blueprints, and complex diagrams.
- B. Measure, cut, or otherwise work on materials or objects with precision and skillfully use a wide variety of hand tools, power tools, precision measuring equipment and other tools used in maintenance of generating units in the power plants.
- C. Maintain working knowledge of the most up-to-date and effective techniques of first aid and respiration.
- D. Use practical applications of fractions, percentages, ratios, proportions, or other math skills normally required in electrical theory or general construction work.
- E. Read and understand newspapers, periodicals, journals, and manuals.
- F. Speak or signal with people to convey or exchange information.
- G. Exercise good judgment by selecting, using, and adjusting body parts, tools, or work aids to work, move, guide or place objects or materials accordingly.

The requirements listed in this job description are not intended to be all-inclusive, as the employee will also be required to perform other business-related duties as assigned by the immediate supervisor and other management personnel.

III. ADDITIONAL DUTIES & RESPONSIBILITIES

- A. Must follow all Cooperative policies and procedures.
- B. Must follow all OSHA and other applicable safety standards.
- C. Must abide by Collective Bargaining Agreement
- D. Inspect work after completion to make certain it has been done properly and in accordance with applicable specifications and codes.
- E. Perform the duties of this position in a safe and efficient manner.
- F. Accept responsibility for the accuracy of the work that is turned out.
- G. Work cooperatively and courteously with fellow employees, supervisors, and the general public.

IV. PHYSICAL AND OTHER DEMANDS

Cordova is an isolated, remote town, inaccessible by road, and subject to extreme weather. Candidates must be prepared for living and working in this location.

Physical Demands:

- A. Requires traversing over uneven ground and around obstacles while carrying equipment and materials under a wide variety of weather conditions.
- B. Must be able to hear malfunctioning equipment, radios, etc.
- C. Must be able to see and recognize equipment problems, construction/maintenance, etc.
- D. Must be able to operate a wide variety of large and small trucks, tensioner, puller, digger derrick, aerial man-lift, and other special equipment.

<u>Physical Requirements</u>	<u>Frequency</u>	<u>Description/Activity</u>
Sit	Sit from 30 to 60 minutes	Safety Meetings/Training
Stand	Stand in one place for brief periods of time	Job Briefings
Walk	Up to 4 to 6 hours a day	Inspecting generation facilities/equipment
Bend	Occasional	Load and unload material
Squat	Occasional	Install equipment, perform maintenance
Crawl	Occasional	Working in confined or enclosed vaults and roofs
Climb	Occasional	Ladders
Kneel	Occasional	Assemble hardware
Reach	Occasional	Install new equipment
Push	Occasional	Repair, maintain and install new distribution OH and URD
Pull	Occasional	Up to 100 pounds for short distance maintenance/construction
Lift/Carry	Occasional	50 to 100 pounds. Installations. Use two employees when possible

Work Conditions:

- A. Must be able to work in variable weather conditions (including but not limited to rain, high winds, temperature in excess of 80 degrees (Fahrenheit) or below -10 degrees (Fahrenheit), large amount of snow, long periods of darkness, etc.).
- B. Outside conditions may include exposure to seasonal pollen, bee stings, insect bites, and wild animals.
- C. Must be able to work long hours in stressful conditions when restoring power during storms or other outages.
- D. Commonly exposed to situations and/or chemicals such as oils, paints and solvents, which, if handled improperly, have the potential for bodily injury.
- E. Must be able to travel to remote work locations, using light planes, boats, snow machines, and other methods of transportation, sometimes under hazardous conditions.
- F. May require sleeping in locations without beds and preparing own meals in locations that lack amenities common to commercial public accommodations.

V. SIGNATURES

CEC reserves the right to revise or change position duties and responsibilities with or without notice. This position description does not constitute a written or implied contract of employment.

I have read and understand this position description:

Employee

Date

CEO

Date