

Fayetteville Public Works Commission

Fayetteville, North Carolina 28302

Position Classification Plan Job Description

TITLE: P/P AUXILIARY OPERATOR **GRADE: 405**

TITLE ABBREVIATION: P/P AUXILIARY OPERATOR **EEO CODE: 7** **CODE: E8263**

FLSA CODE: HR REVIEWED DIR HUMAN RESOURCES: **DATE:**

DIVISION: ELECTRIC SYSTEMS **DEPARTMENT: POWER PLANT**

SUPVR'S TITLE: P/P CHIEF OPER APPRVD CEO/GM: **DATE:**

SUMMARY OF RESPONSIBILITIES: This class is responsible for monitoring/operating all Power Plant equipment/facilities and general maintenance during an assigned shift. Responsibilities include, but are not limited to, starting/stopping/manipulating local controls/equipment; recording/reporting readings from a variety of sources; maintaining all required operation logs/documentation; checking fluid/steam levels/temperatures; evaluating chemical test data; adjusting systems accordingly; performing chemical tests; monitoring operations, compiling data, relaying information to the control room, responding to inquires and/or directions from control room during start up/operation/shut down; performing a variety of chemistry procedures. Operates under general supervision of the Power Plant Chief Operator, in accordance with established policies and procedures. Rotating shift work, extended hours, and on-call availability are required. Performs related work as required.

ESSENTIAL FUNCTIONS:

1. Adheres to safety rules; operates and maintains assigned equipment safely/efficiently; no lost time accidents occur;
2. Responds to customer's (internal and/or external) concerns and complaints in a professional/timely manner; refers concerns/complaints to supervisor, when appropriate; maintains composure at all times;
3. Assumes responsibility for personal productivity and quality of work; recognizes/communicates problems and suggests solutions to supervisor;
4. Maintains 98%, or greater, attendance percentage average for four (4) quarters of performance review period;
5. Carries out directions; follows through and completes assignments in acceptable time frames; applies technical and procedural know-how to get the job done in an acceptable manner; adjusts behavior for the effective use of time and resources;
6. Effectively supports co-workers in establishing and achieving objectives while showing courtesy and respect toward others;
7. Assumes responsibility for managing personal time/schedules/deadlines; advises supervisor of any conflict which may inhibit departmental/unit/section obligations; observes established rules/policies;
8. Communicates ideas/information for improving production/procedures/cost control;
9. Coordinates time off/time away from work site with immediate supervisor to minimize disruptions to the unit/crew/section/department;
10. Takes initiative to accomplish goals; demonstrates ability to learn on the job; maintains appropriate skills for the position.

P/P AUXILIARY OPERATOR: continued

EQUIPMENT OPERATED: Computer, communication, and other equipment/tools as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of safety rules/regulations, and procedures; good knowledge of power plant systems/operations/equipment; good knowledge of emergency/clearance tagging procedures; working knowledge of electrical systems/motor control centers/boiler chemistry; ability to operate a variety of laboratory equipment; ability to perform laboratory testing; ability to perform basic algebraic calculations; ability to organize/maintain accurate records; ability to follow instructions; ability to communicate effectively both orally and in writing; ability to develop and maintain effective working relationships with all level of employers.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **and a minimum** of one (1) year power plant operation/industrial plant/rotating machinery experience.

SPECIAL REQUIREMENTS: Functional Employment Test (FET) required. Must carry a pager, be on-call, and report, on site, within a specified time.

PHYSICAL REQUIREMENTS: Must be able to perform the essential functions of the position.

SAFETY HAZARDS: Those associated with a power plant environment.

PROTECTIVE EQUIPMENT: As required in the Public Works Commission's Safety Manual.

EMPLOYER'S RIGHTS: This job description is general and illustrative of the kind of duties required of this position. It is not exhaustive and does not contain a detailed description of all the duties that may be assigned to the incumbent occupying this position.