

CITY OF GAINESVILLE
JOB DESCRIPTION

POWER PLANT MAINTENANCE MANAGER

NATURE OF WORK

This is managerial work in the maintenance of an electric generating station. This position is responsible for all plant activities related to the maintenance of two fossil fuel steam-electric generating units and two combustion turbines - total 430 megawatts. Work will include direct supervision of engineers, planners, and maintenance supervisors.

CLASSIFICATION STANDARDS

Positions allocated to this class report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of overall plant management responsibility and from lower classes by its divisional managerial responsibility and emphasis on power plant maintenance.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Plans, organizes, and directs activities of an assigned maintenance division within an electric generating station.

Assures conformance with plant administrative policies and procedures within an assigned maintenance division.

Formulates and directs implementation of plant maintenance policies and procedures.

Directs development and implementation of plant performance programs and/or maintenance planning, scheduling, and work order control programs and procedures.

Prepares annual maintenance and capital budgets for submission to and review by the Plant Manager and administers daily budget activities and expenditures.

Reviews, evaluates, recommends, and directs activities related to implementing major repairs, alterations, additions, and improvements to plant facilities.

Formulates and directs policies and procedures required for safe and efficient maintenance of facilities and use of personnel.

Assists in development of professional and craft technical training and industrial safety training programs for power production personnel and assures effective program implementation and administration.

Evaluates and recommends use of contractual services, when cost effective, and administers contracts.

Prepares records and reports on plant operating and/or maintenance.

Recommends selection, promotion, discharge, and other appropriate personnel actions.
Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Administers terms and conditions of labor agreements for bargaining unit personnel within assigned areas of plant responsibility and recommends modifications to existing agreements for future negotiation.

May act in absence of Plant Manager.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

May be required to supervise employees designated as performing "safety sensitive" functions, for purposes of the Drug Free Workplace Program, depending on job assignment and work location.

Will be required to respond under emergency conditions.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in engineering or related subject, and seven years progressively responsible experience in maintenance of high pressure steam electric generating plants, including three years experience in a plant engineering or supervisory capacity, or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

None.

SELECTION FACTORS

Thorough knowledge of machines, equipment, materials, and industry recognized maintenance policies, procedures, and practices related to fossil fired electric generating plants.

Thorough knowledge of principles of electric power generation, related construction and equipment and facilities operating, maintenance, and performance criteria.

Thorough knowledge of occupational hazards, necessary safety precautions, and related laws, rules, and regulations connected with operation of electric generating facilities.

Thorough knowledge of state and federal environmental laws, rules, and regulations related to operation of fossil fired electric generating facilities.

- Knowledge of electric utility industry accounting principles and practices.
- Knowledge of governmental budget procedures.
- Ability to plan, layout, schedule, assign, and inspect work of power plant personnel.
- Ability to prepare accurate operating and/or maintenance and capital budgets for electric generating facilities.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare and maintain records and reports.
- Ability to work with engineers, architects, contractors, and manufacturers for construction of new facilities or modifications to existing facilities.
- Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

Human Resources Department: Signed original on file in Human Resources / _____
Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 2/27/07