

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Senior Hydro Electrical Machinist	Reports To:	Hydroelectric Maintenance Supervisor
Salary Range:	B85	Approved by Board of Directors:	10/10/2012
FLSA Status:	Non-exempt	Unit:	Field
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i></p>			

Definition

To organize, assign and review the work of assigned personnel engaged in semi-skilled and skilled mechanical and electrical maintenance, troubleshooting and repair duties associated with the District's hydroelectric generation plant; to perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor.

Distinguishing Characteristics

This is the advanced journey level in the Hydro Electrical Machinist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel and perform the most complex hydraulic, electrical and mechanical maintenance functions. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Supervision Received and Exercised

Receives direction from the Hydroelectric Maintenance Supervisor.

Exercises technical and functional supervision over assigned technical and maintenance personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Plan, prioritize, and review the work of staff assigned to a variety of repair and maintenance duties associated with the District's hydroelectric generation plant.
2. Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
3. Participate in evaluating the activities of staff, recommending improvements and modifications.
4. Provide and coordinate staff training; work with employees to correct deficiencies.
5. Work closely with operations to ensure that all powerhouses are cleared, grounded and safe for maintenance activities to take place.

6. Conduct tailgate safety meetings to ensure the safety of crews working in and around powerhouses; ensure that all safety procedures, including but not limited to, confined space, fall protection, and hazardous materials are adhered to.
7. Maintain detailed records and reports of maintenance activities; maintain maintenance schedules.
8. Assist with the development and modification of the preventative maintenance schedule.
9. Inspect, troubleshoot, repair and maintain a wide variety of mechanical and electrical equipment associated with the District's hydroelectric generation plants.
10. Perform large scale plumbing repairs and new installation.
11. Install hydraulic, mechanical, and electrical systems according to blueprints and drawing specifications.
12. Develop and maintain ongoing contact with outside agencies regarding the operation and maintenance of the hydroelectric generation plant.
13. Estimate time, materials and equipment required for assigned jobs; order equipment, materials and supplies necessary for the replacement and repair of equipment.
14. Perform the most difficult work related to the installation, maintenance, troubleshooting and repair of mechanical, hydraulic and electrical equipment associated with the operation of the hydroelectric generation plant.
15. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
16. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Advanced mechanical, hydraulic and electrical troubleshooting and repair techniques and methods.
- Principles and practices of heavy equipment maintenance and operation.
- Pertinent Federal, State and local laws, codes and regulations.
- Occupational hazards and standard safety practices.
- Tools and equipment used in the fabrication and repair of heavy equipment.
- Modern office equipment including use of applicable computer applications.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Perform the most complex duties associated with the maintenance, troubleshooting and repair of hydroelectric generation plant.
- Independently operate a variety of tools and heavy equipment in a safe manner.
- Accurately estimate time, materials, equipment and alternating factors to complete assigned work. Respond quickly and calmly in emergency situations.
- Read a variety of technical documentation, schematics, blue prints and related documents.
- Operate and use modern office equipment including a computer and applicable software.

- Ensure the safety of employees and equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible journey experience similar to Hydro Electrical Machinist II with the Nevada Irrigation District.

Education:

Equivalent to completion of the twelfth grade supplemented by mechanical coursework.

License and Certificate:

Possession of a valid California Class A driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand maintenance activities, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others; handle conflict.