

JOB DESCRIPTION

Job Title: IC&E SUPERINTENDENT **Date:** 01/25/2013
Department: POWER SUPPLY **Grade:** 13
Reports to: PORT ALLEN STATION MANAGER **Status:** EXEMPT

I. SUMMARY OF POSITION:

Responsible for all electrical maintenance activities at the Port Allen and Waiahi Generating Stations, including supervision, planning, scheduling and cost control to achieve the highest possible level of equipment safety, reliability, environmental compliance, and efficiency. Since Kauai is an island without connection to neighboring utilities, and Port Allen is a major source of power production, high standards of maintenance are required to ensure availability of electrical service. The position is on call 24/7. Night and weekend work is required on occasion.

II. Describe the major job activities in order of importance for which this job is held accountable

Specific duties/responsibilities/functions
Supervises all electrical maintenance work at Port Allen and Waiahi. This includes predictive, preventive, and corrective maintenance activities of all generating units, as well as upkeep of maintenance facilities such as equipment spaces and shop areas. Ensures maintenance activities are planned, executed, and recorded in a professional manner and that maintenance personnel have the necessary tools and training to complete each job safely and smartly. Provides direct technical assistance to personnel when required.
Reviews expenses periodically to ensure that they are properly accounted for. Ensures that invoices are approved for payment in a timely fashion after receipt of goods or services. Suggests new and innovative ways to cut costs without sacrificing safety, reliability, or environmental compliance. Recommends capital projects required to ensure plant assets remain reliable.
Maintains close working relationships and open communications with the Plant Manager, the Maintenance Supt. and the Operations Supt. to ensure maintenance activities are accomplished according to correct priority, i.e. without impacting safety, and minimizing impact to reliability, environmental compliance, and cost.
Supervises safety, fire prevention, and housekeeping programs for maintenance personnel and equipment/shop areas.
Supervise and develop IC&E personnel.
All other duties as assigned by the Plant Manager.

III. DIMENSIONS (for supervisor level and above):

Operating Budget: \$1,000,000
 Capital Budget: \$500,000
 # of Direct Reports: 4 – I&C Electricians (BU)
 # of Indirect Reports: (including contractors and temporaries):varies
 Annual Sales Objectives: N/A
 Annual Revenues: N/A

Impact of Job: Members Board President & CEO Department Heads
 Employees Other Consultants/Vendors

IV. JOB SPECIFICATIONS:

1. Kind and Length of Experience:

- Fifteen (15) years' experience in maintenance, repair, installation, and project management of electrical power generation and instrument and control systems or ten (10) year experience with a BS degree or five (5) years' experience with an engineering degree

2. Specialized Knowledge, Skills, and Abilities:

- Background of power plant operations and maintenance.
- Proven planning, scheduling, and troubleshooting background.
- Highly effective supervisory and/or leadership skills and the ability to work with a variety of individuals, including trade personnel in a union environment.
- Excellent communication and human relation skills to work and interact with internal and external customers in a professional manner.
- Strong decision-making and problem-solving skills.
- Must be able to consistently and fairly enforce KIUC safety rules and policies.
- Design, installation, and programming of PLC, HMI, and DCS platforms for the control and data acquisition of power plant equipment, Delta-V and Ovation preferred
- Specification, installation, and programming of industrial instrumentation

3. Knowledge/Education/Certification/License Requirements:

- Bachelor's Degree in Engineering or equivalent combination of education and experience
- Professional Engineer Registration preferred

4. Language Skills:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, employees, customers, vendors, contractors, and the general public
- Must possess excellent interpersonal skills and organizational skills to handle multiple priorities

5. Mathematical Skills:

- Ability to work with mathematical concepts such as probability and statistical inference;
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations;
- Ability to apply complex mathematical concepts related to utility operations and engineering

6. Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables

7. Physical Requirements: The physical demands described here is representative of those that must be met by an employee to successfully perform the essential functions of the job.

- While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; and to talk and hear;
- The employee is required to walk, bend, and reach with hands and arms;
- The employee must occasionally lift, carry, and/or move up to 75 lbs;
- The employee will be required to travel occasionally to KIUC locations and outer islands to represent the cooperative at training and informational meetings.

8. Environmental Factors: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise and dust level in the work environment is as could be encountered in normal

- commercial/industrial sites.
- The employee may be required to work beyond the normal work day (i.e. 8 to 5, Monday through Friday), including working extended hours, weekends, and responding to system emergencies on a 24-hour basis in order to perform the job duties of this position and/or meet essential deadlines

V. PROBLEM SOLVING:

1. Typical Problems:

- Troubleshooting machinery and electrical power control systems
- Design, procure, and manage installation of capital and general plant improvements
- Supervising and mentoring skilled technical trades

2. Most Complex Problems:

- Program, modify, and troubleshoot Burner Mgmt. Systems
- Design new generator control excitation systems
- Identify and analyze cost effective opportunities for plant improvements

VI. AUTHORITY AND DECISION MAKING

- What typical decisions does this job have complete authority for making?
- What typical decisions must be referred to others for approval? To whom do you refer these decisions?

The following decisions are referred to the Plant Manager:

- Purchasing of items greater than \$25,000
- Certain personnel or Union related matters such as hiring, termination and discipline
- Testing generating unit equipment when a potential system frequency impact exists – or Operations Superintendent

VII. LIST KEY CUSTOMERS:

	External/Internal
Plant Manager	Internal
Operations Superintendent	Internal
Maintenance Superintendent	Internal
Power Supply Staff	Internal
Other Utilities, Contractors, Vendors	External

** This job description documents the general nature and level of work but is not intended to be a comprehensive list of all activities, duties and responsibilities required of job incumbents. Consequently, job incumbents may be asked to perform other duties as required. The information documented on the Job Description is not to be considered final until it is reviewed and approved by the President & CEO.*

Signature: /s/ Richard Vetter

Date: 02/25/13

Immediate Supervisor

For HR Use Only			
Date Evaluated: 01/25/13	Evaluated By: Department Heads & Human Resources		
Grade: 13	Points: 1258	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
President & CEO Signature: <u> /s/ David Bissell </u>		Date: <u> 02/25/13 </u>	