



## **ELECTRIC/PROPANE OPERATOR 1**

### **Salary Range \$58,199 - \$73,944 Annually**

#### **Summary**

Under the supervision of the Electric/Propane Project Manager, the Electric/Propane Operator 1 will conduct activities related to the Electric and Propane Operations for the District. This position may also perform temporary snow removal duties seasonally.

#### **Essential Abilities and Responsibilities**

- Electric Generation, Distribution & Transmission
  - Under direct supervision, perform operation, general maintenance, inspections and repair work related to the District's electric generation facility, distribution and transmission systems.
  - Operate Power Systems control panels and control equipment including but not limited to, Woodward controls.
  - Operate low voltage transfer switches, circuit breakers, protective relays, bypass switches, and other power distribution systems.
  - Operate emissions monitoring and control systems to ensure compliance with operating permit.
  - Perform recordings, make meter readings, maintain logs, records, and data systems for required reports, interpret information, and prepare and interpret written reports.
  - Assist with troubleshooting and diagnostic work on a variety of electrical equipment and metering control instruments.
  - Under the direction of the Electric/Propane Project Manager, learn and perform unskilled and semi-skilled tasks in the operation of the electric generation, distribution and transmission system.
  - Perform maintenance work such as sweeping, cleaning, sanding, and painting.
- Propane Bulk Plant & Distribution
  - Perform operation, general maintenance, inspections and repair work related to the District's propane bulk plant equipment, gas fired equipment and distribution systems.
  - Under the direction of the Electric/Propane Project Manager, learn and perform unskilled and semi-skilled tasks in the operation of the propane bulk and distribution system.
  - Perform propane distribution system patrols.
- General
  - Provide USA utility locations.
  - Perform meter reads
  - Respond to customer service issues including service turn on/off, meter reads, and pressure complaints.
  - Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
  - Use and maintain a wide variety of hand and power tools and test equipment related to the work.
  - Operate a vehicle to travel to facilities for inspection and maintenance activities.
  - Receive delivered materials and maintain records of items received.

- Maintain regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform snow work, which includes but is not limited to shoveling or raking snow from electric and propane equipment.
- Be available to work on-call assignments per the on-call policy.
- Perform other duties as assigned.

### **Qualification Requirements**

Knowledge of:

- Mechanical equipment operation and maintenance.
- Methods, materials, and equipment used in electric and propane systems.
- Electrical and electronic circuits, micro-computer applications related to the work.
- Shop and electrical mathematics.
- Common office computer software and database programs including the Microsoft suite of programs.
- Proper work safety standards.

### **Education and/or Experience**

Education: A High School diploma or equivalent. A degree from an accredited College or Technical School with coursework in electrical theory.

Experience: Minimum of one (1) years' experience in electrical work at a level as prescribed in the job qualification requirements section, or graduation from an accredited trade school.

Or

Minimum of one (1) years' experience in propane work at a level as prescribed in this job description. Completion of a recognized apprenticeship in the propane trade.

Or any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable.

### **Certificates, Licenses, Registrations**

- Possession of a valid Class C or higher Driver's License and a continuing acceptable driving record.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operate District vehicles.
- Stand, walk, and operate equipment for extended time periods.
- Use hands and fingers to handle, feel and reach objects, tools and controls.
- Frequently required to climb or balance.
- Occasionally required to work in high or precarious positions.

- Regularly lift and/or move up to 50 lbs. or up to 100 lbs. with assistance.
- Stoop, kneel, crouch, crawl, and climb during field maintenance and repair work.
- Regularly use a telephone and email for communication.
- Use office equipment such as computer terminals, copiers, and FAX machines.
- Hearing and vision within normal range with or without correction.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly works near moving mechanical parts and vibration.
- Exposed to exhaust fumes or airborne particles.
- Occasionally works in extreme weather conditions.
- Regularly works in an environment with exposure to dust and dirt.
- Occasionally works irregular or extended work hours.
- 50% to 100% work time spent outside a building and exposed to the sun.
- Considerable work time in hard manual labor in temperatures above 80°F or below 40°F.
- More than 10% of the work time getting all or part of the body and/or clothing wet.
- The noise level in the work environment is usually moderate to loud.
- Occasional work on unusually slippery surfaces.
- Some parts of the body may encounter oil or grease occasionally.

*This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required.*

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