



JOB STANDARD: First Operator; Control Room Operator	JOB CLASSIFICATION: Full time, Non-Exempt
JOB LOCATIONS: Honey Lake Power	JOB TITLES: First Operator; Control Room Operator
JOB DEPARTMENT: Operations	DATE ISSUED - REVISION NUMBER: 2/19/2018 – Revision 2

GENERAL SUMMARY

The Control Room Operator is responsible for the effective, efficient, and safe operation of the power plant and its auxiliary systems and equipment. The Control Room Operator is responsible for operating and monitoring the status of all plant systems on a continuous basis to ensure that the plant meets its generating requirements while operating in a safe and efficient manner. The Control Room Operator ensures the plant operates in compliance with all applicable codes and regulations.

Plant operations include but are not limited to plant start-up and shutdown and routine maintenance. The Control Room Operator directs all plant operations activities during assigned shift. Carries out routine inspections and monitoring of operating components to provide accurate and reliable operation and reporting of plant status.

PRIMARY DUTIES

The job duties listed are typical examples of the work performed by the Control Room Operator. Not all duties assigned to this position are included. Control Room Operators may be asked to perform other duties and requirements may vary.

- Operates, monitors and tracks normal operations of the plant through the use of the plant distributed control system. Directs the activities of assigned operations personnel. Starts, stops, operates and troubleshoots all power plant and auxiliary systems and equipment, including:
 - Boiler air and gas fans, gearboxes, motors, dampers, ducts, controls, etc.
 - Boiler water and steam pumps, gearboxes, motors, valves, piping, controls, etc.
 - Boiler fuel feed conveyors, screws, feeders, gearboxes, motors, controls, etc.
 - Boiler ash removal collectors, conveyors, feeders, motors, controls, etc.
 - Boiler emissions reduction fans, pumps, feeders, gearboxes, motors, valves, piping, controls
 - Turbine, exciter, and generator cooling and lubrication pumps, gearboxes, motors, valves, piping, controls, etc.
 - Wastewater treatment pumps, gearboxes, motors, pipes, valves, controls, etc.
 - Plant instrument and service air, electrical, and water distribution systems
- Performs routine operational tests and adjustments on all power plant systems and components as required to ensure that the plant runs optimally within design limits
- Responds timely to all alarms by taking appropriate action and addressed plant upsets appropriately
- Analyzes boiler, cooling, and waste water samples and adjusts water chemistry as needed
- Identifies, troubleshoots, and works with appropriate maintenance staff or other plant staff to correct systems, equipment, and machinery malfunctions
- Utilizes specific and defined procedures developed in the plant safety and operating instruction manuals to shut-down and start-up plant equipment with the goal being to achieve safe, consistent and optimum plant output



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- Maintains timely and accurate recordkeeping of operating logs, timesheets, work orders and other administrative documents as required
- Investigate plant problems to provide feedback, analysis and recommendations
- Participates in the administrative maintenance and upgrading of operating instruction manuals, technical references, prints and diagrams and preventive/predictive maintenance records
- Assists with the training of new and existing operators and other plant staff
- Required to adhere to the company safety policies and comply with all site specific safety requirements and procedures
- Identifies safety hazards and takes corrective actions as necessary
- Attends safety meetings and training programs and participates in plant safety programs as required
- Ensures that lock out tag out processes and work permit processes are issued and administered in compliance with company policy in a safe manner.
- Performs other duties as assigned and directed by Operations and plant or company management members

SCOPE OF RESPONSIBILITY

The Control Room Operator position is an individual contributor role with no direct reports.

WORKING RELATIONSHIPS

The Control Room Operator reports to the Operations Manager and works directly with the Shift Supervisor and may also receive direction from the Maintenance Manager or other plant or company management.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Control Room Operators must be able to work in extreme temperatures and will be exposed to heat, cold, wind, rain, dust, dirt, ash particles and fuel particles.
- Must be able to work in confined spaces and elevated areas.
- Must have the ability to stoop, bend, kneel, crouch and crawl.
- Must have the ability to reach and stretch, including reaching and working overhead
- Must be able to lift and carry a minimum of 35 lbs. and up to 50 lbs. occasionally.
- Must be able to push and pull.
- Must be able to sit for extended periods.
- Must be able to work on feet including standing and walking for extended periods including climbing stairs when needed.
- Requires the ability to climb stairs and ladders in order to work on the boiler and other plant structures. Must be able to work from heights.



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- Control Room Operators will be exposed to vibration, moving mechanical parts and loud noises.
- Must be capable of using protective equipment such as hard hats, safety glasses/goggles, safety shoes, hearing protection, air masks, respirators, etc. in the performance of job duties.
- Requires the ability to utilize a computer, mouse and keyboard for extended periods of time.
- Must be able to interface effectively with the plant distributed control system.
- Working with hazardous materials may be required.
- The Control Room Operator requires maintaining an alert status while working on rotating 12 hour shifts including nights, weekends and holiday work as required by schedules, workload and plant conditions. Timely response to callouts is expected. Hours may extend beyond 12 hours during plant outages and upsets.

JOB QUALIFICATIONS

- Fundamental knowledge of power plant systems and equipment is required; minimum 2 years' experience.
- Experience working on a team and the ability to collaborate with others.
- Ability to respond calmly to emergency situations.
- Must possess strong interpersonal skills.
- Knowledge of occupational hazards and safety precautions.
- Strong trouble-shooting and analytical skills in order to solve problems of both a technical and operational nature.
- Good verbal and written communication skills.
- Ability to effectively communicate with individuals at various levels at the plant.
- Computer skills, specifically experience with Bailey Net 90 required.
- High School Diploma or equivalent education and experience.

Employee Signature

Date

Employee Name Printed

The statements contained in this job description are not necessarily all inclusive; additional duties may be assigned and requirements may vary from time to time.