City & Borough of Wrangell Position Description

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| Position: Diesel Electric Mechanic Assistant | Position Number: |
| Department/Site: Light Department | FLSA: Non-exempt |
| Evaluated by: Superintendent Electrical Utility | Salary Grade: 19 |

# **Summary**

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| Assists the Diesel Electric Mechanic Lead with maintaining and operating standby electrical generation facility. Regularly (monthly) perform the duties of a meter reader. When regular duties permit or circumstances require, assist the Line Department as a ground person or equipment operator. Occasionally works with other City departments, assisting in special projects. |

## Distinguishing Career Features

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| The Diesel Electric Mechanic has one of the most technical demanding roles in the electric department, and as such, the Diesel Electric Mechanic Assistant must be able to prioritize tasks, follow directions, work well with others, and be comfortable switching between tasks and situations.  Advancement to Diesel Electric Mechanic is based on department needs and compliance with the requirements and certifications of the position. |

## Essential Duties and Responsibilities

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| **MAINTAIN AND OPERATE STANDBY GENERATION FACILITY**   * Performs scheduled or routine maintenance on diesel engines, generators, electrical switchboards, compressors, control systems, pumps and other related equipment as directed by the Diesel Electric Mechanic Lead. * Assists Powerhouse Lead with Operating Generators during scheduled and emergency outages. * Starts and brings diesel generators up to speed, synchronize, and parallel. * Closes in units and switch units to base load or isoc.   **METER READING DUTIES**   * Performs scheduled or assigned meter reading duties to record customer power usage. Observes and reports meter abnormalities or malfunctions.   **RECORDKEEPING**   * Maintains detailed records on diesel electrical generation system, which include maintenance, lubrication, part inventories, and costs. Maintains and updates all parts and service manuals.   **REPAIRS AND INSTALLATIONS**   * Inspects diesel preheat systems, cooling systems, air systems and lubricating systems.   **TEAMWORK AND COOPERATION**   * When necessary, or as determined by the Electrical Superintendent, assists the Line Department as a ground worker or an equipment operator. Performs other related tasks and duties as required or assigned. Works cooperatively with other employees, internal agencies, and the public. * As needed this position will assist with callouts at any time due to staff shortages or emergencies to facilitate and sustain departmental operations. Must be willing to work odd hours as required by the work environment. |

## Qualifications

**Knowledge and Skills**

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| * Requires knowledge of safety standards and expertise necessary to ensure conformance to them. * Requires knowledge of diesel mechanics and operation. * Requires knowledge of voltage regulators, AC generation control, and protection systems. * Requires knowledge of generator operation, and utility switching operations. * Requires demonstrated skill in organizing and prioritizing work. * Requires knowledge of recordkeeping procedures and the ability to keep an accurate account of inventories. * Requires knowledge of parts and supplies purchasing procedures. * Requires ability to work with vendors, place orders and make adjustments. * Requires writing and computer skills to prepare reports. * Requires sufficient mathematics skill to read, record, and compute precise measurements. * Requires sufficient human relation skills to train others and exchange technical information. * Requires the ability to obtain various job-related certifications and training. |

**Abilities**

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| * Requires the ability to perform diesel generator maintenance projects and tasks. * Requires the successful candidate be able to function at a fully skilled, journeyman level within four years. * Requires the ability to diagnose a full range of problems associated with diesel generator operation and safety. * Ability to read and interpret blueprints at a basic level. * Must have basic computer skills, including use of Microsoft’s Word, Excel, and Outlook programs. * Requires the ability to plan, prioritize, and assign work to meet schedules and timelines. * Requires the ability to use common mechanics tools to operate equipment to perform maintenance and repair tasks. * Requires the ability to read technical manuals and schematics and write such sufficiently to perform the duties of this classification. * Requires the ability to estimate the scope of work assignments in terms of labor and materials and secure necessary tools and materials to complete assignments. * Requires the ability to assign and perform a variety of maintenance and repair activities simultaneously. * Must be able to observe general safety procedures. * Requires the ability to obtain and maintain applicable certifications. * Requires the ability to communicate effectively and work as a contributing team member and work productively and cooperatively external customers, contractors, and other employees of the organization. * Requires knowledge of electrical power generation and the ability learn to manage power loads across multiple diesel generators. * Requires ability to troubleshoot and maintain the diesel engine of the generator. * Requires ability to troubleshoot and maintain the generator end of generator. * Ability to work cooperatively with the Line Crew. * Ability to accurately read and record meter readings. * Willingness to perform various job-related duties as required or assigned. * Must have a strong sense of teamwork and the ability to work cooperatively with others. * Requires good verbal interpersonal and interaction skills |

**Physical Abilities**

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| * Ability to operate hand-held equipment and to perform active, physically demanding duties. * Requires ambulatory ability and strength to maintain cardiovascular fitness to engage in strenuous physical labor such as lifting and carrying materials up to 75 pounds on a frequent basis, to reach from awkward positions using hand-eye coordination to insert parts, and to climb and balance. * Requires near and far visual acuity to drive, to read and write, to read detailed schematics, and to perform repair work. * Requires enough hearing and speech ability to hear sound prompts and vehicle sounds, and to carry on conversations in person and over the phone. * Frequently required to stand, walk, use hands to handle, or feel objects, tools, or controls, climb or balance, talk or hear, sit, stoop, kneel, crouch or crawl. |

**Education and Experience**

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| * High school diploma or GED plus two (2) years technical training in diesel generator maintenance and mechanical repair. * Two (2) years of progressively responsible experience in the maintenance, repair, and overhaul of diesel generators. Knowledge of EMD diesel engines is preferred. * The ability to clearly read, write, and speak English. * Sufficient skills necessary to operate related equipment effectively, safely, and responsibly. * A combination of training, education, and experience, which demonstrates an ability to perform the duties of the position, will be considered. |

**Licenses and Certificates**

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| * Must have a valid Alaska Driver’s License, or the ability to obtain one within 6 months. * Must have a valid First Aid/CPR card or be able to obtain one within 6 months of initial employment. * Must have a valid State of Alaska CDL, or the ability to obtain one within 6 months which must be maintained by the employee through employment. |

**Working Conditions**

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| * Will sometimes be required to work irregular hours. * Work is performed indoors and outdoors where significant safety considerations exist from physical labor, moving equipment, and temperature and noise extremes. Will frequently work in outside weather conditions and will regularly be exposed to extreme cold. The employee is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, extreme heat and the risk of electrical shock. * The noise level in the work environment is moderated noisy. |

We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, age (40 or over), disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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**Employee Signature Date**

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**Supervisor Signature Date**