

**CITY OF EATON RAPIDS
JOB DESCRIPTION**

GENERATOR TECHNICIAN ASSISTANT

Supervised By: Generator Technician

Supervises: none

Position Summary:

Under the direction of the Generator Technician, control power generating equipment including all generators owned by the City. Monitor, repair, and maintain power plant and generation. Assist the Generator Technician with any/all work.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Monitor power plant equipment and indicators to detect evidence of operating problems.
2. Operate control panel or other components in order to activate/shut down power house generators.
3. Control or maintain auxiliary equipment.
4. Regulate equipment operations and conditions, such as oil and fuel levels, based on instrument data or from monitors.
5. Start or stop generators, auxiliary equipment, or other power plant equipment when necessary.
6. Record and compile operational data by completing and maintaining forms, logs, or reports.
7. Clean, lubricate, or maintain equipment, such as generators, pumps, or compressors, to prevent failure or deterioration.
8. Take regulatory action, based on readings from charts, meters and gauges, at established intervals.
9. Control power generating equipment using control boards or semi-automatic equipment.
10. Make adjustments or minor repairs, such as tightening leaking gland and pipe joints.
11. Inspect records or log book entries or communicate with Generator Technician to assess equipment operating status.
12. Place standby emergency electrical generators on line in emergencies and monitor the temperature, output, and lubrication of the system.
13. Control generator output to match the phase, frequency, or voltage of electricity supplied to panels.
14. Examine and test electrical power distribution machinery and equipment, using testing devices.
15. Receive outage calls and request necessary personnel during power outages or emergencies.
16. Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A high school diploma or general education degree (GED); three to five years related experience including two years municipal experience and/or training; or equivalent combination of education and experience.
- Understanding of electricity production or electrical transmission systems.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

- Ability to write routine reports and correspondence.
- Ability to operate Microsoft Office programs such as Word, Outlook, and Excel.

Physical Requirements and Work Environment:

Work Environment:

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions and moving mechanical parts. The employee is frequently exposed to outside weather conditions and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; extreme cold and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Demands:

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.