



# Monterey Regional Waste Management District

## ***Job Description***

Position:	Power Systems Supervisor (LFG)	Department:	LFG
Position Status:	Full Time/Non-exempt	Bargaining Unit:	Operations Unit
Reports to:	Equipment Maintenance Manager	Revised:	August 2017

### **DEFINITION**

Under general supervision, incumbent provides supervision and lead direction in all day-today functions of the District's Landfill Gas (LFG) Control Facility consisting of LFG fired engines/generators and associated equipment, LFG blowers and associated equipment, enclosed LFG flare and associated equipment, the 4160V distribution system, and the operation of the associated Landfill Gas Collection and Control System (GCCS); performs skilled mechanical work in the maintenance and repair of LFG/methane/natural gas fueled power generation and control systems and related equipment; and performs other job related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a fully experienced, journey level, specialist class for the operation, maintenance, and repair of District LFG/methane/natural gas fueled power generation and control systems, and facility operations supervision.

Good time management skills to ensure assigned responsibilities are completed in an efficient and safe manner. Good communication skills; able to effectively communicate operating issues to management. Good follow through ability; adheres to work schedules and follows through on challenges as they arise. Ability to adhere to permit requirements, District policies and rules set forth; promotes the District's safety standards; works with a sense of honesty and trustworthiness. Maintains a feeling of pride in work; strives to achieve all goals.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices.*

- Provides direction and supervision to department staff including but not limited to performance management, time and attendance, work planning and scheduling, and employee training and development.
- Responsible for ensuring compliance with all operational requirements of the air permits, compliance task tracking, documentation of compliance with standard operating procedures, performing emissions tests, and adjusting equipment to meet emissions limits. Supervises third party testing and regulatory inspections when requested.
- Complies with power purchase agreements, gas sales agreements, interconnect agreements, or other contracts.
- Assists with development of the annual department budget.
- Maintain physical and financial inventory of all maintenance materials.
- Directs department staff to ensure that all systems operate at their highest efficiencies to meet required production schedules, performance metrics, budgets, costs and schedule priorities.

- Determines equipment capabilities and performance, improves reliability, safety, and operational condition in coordination with Manager(s). Record and document actual performance and periodically prepare performance reports.
- Develops preventative maintenance procedures and schedules that are cost effective and increase the operational life of the equipment. Supervises the maintenance and the recording and documentation of the maintenance. Maintains the Maintenance Log files.
- Develops, implements and reviews regularly, department-specific maintenance and compliance logs. Provides input as needed on capital equipment purchases and capital repairs.
- Regularly inspects, and documents the inspections, power generation and distribution systems for safe operations and required maintenance and repairs.
- Troubleshoot problems, diagnoses mechanical and/or electrical defects on equipment, plans and implements necessary repairs.
- Inspect and maintains auxiliary equipment.
- Performs required maintenance and operation functions on LFG field wells and associated equipment.
- Assists the Department Manager with planning, organizing, and overseeing the LFG to Electric Power Generation Facility of the District.
- Shares 24-hour "on-call" assignments and duties with other staff.
- Adheres to assigned work schedule(s) and meet District attendance standards.
- Confer with Director of Operations, MRF Manager and Equipment Maintenance Manager on a regular basis to review achievements and discuss required changes in goals or objectives resulting from changing conditions.
- Assists with developing department employee relations by continued communication of all information affecting them and by conducting monthly departmental safety meetings.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees and service providers. Must show cooperation and respect to fellow employees at all times.

**SUPERVISORY RESPONSIBILITIES**

The incumbent in this position provides direct supervision to the LFG department staff.

**QUALIFICATIONS****License or Certificate:**

Possession of Class C California Drivers' License. Continued possession of a valid California Driver's license and compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.

**Education and Experience:**

Five (5) years or more of increasingly responsible journey-level work experience in the operation, maintenance, and repair of an electrical generation facility, particularly a methane gas fueled facility. One (1) or more years of Supervisory experience in the field preferred.

Completion of advanced educational training in methane fueled generators and electrical power transmission systems is highly desirable. Experience with PLC helpful. Effective oral and written communication skills are required. High School Diploma or GED required. Associates Degree or relevant certification preferred.

The following generally describes the knowledge and ability required to successfully perform the assigned duties.

**Knowledge of:**

- Principles, methods, materials, equipment, procedures, and practices used in operation, maintenance, and repair of a LFG/methane/natural gas fueled electrical generation facility.
- Fundamentals of electricity, both AC and DC.
- Operation, care, and maintenance of gasoline and diesel engines and components.
- Environmental requirements for operation of power generation facilities on a landfill site.
- Principles and methods of preventive maintenance.
- Maintenance of wells, pumps, and collection systems.
- Use of electrical and electronic testing equipment.
- Principles of staff supervision and performance evaluation.
- Safe work practices and procedures.

**Ability to:**

- Maintain day-to-day responsibility for the operation, maintenance, and repair of LFG/methane/natural gas fueled electrical generation facility.
- Supervise staff assigned to the facility.
- Perform specialized, skilled work in the inspection, location, diagnosis, and correction of operating problems, mechanical problems, and electrical problems at an electrical generation plant and associated facilities.
- Ensure safe and optimum electrical generation facility operations.
- Analyze the layout, instrumentation requirements, and functions of an electrical generation/transmission facility.
- Estimate time, labor, and materials cost for maintenance and repair projects.
- Assist with budget preparation and expenditure control.
- Prepare and maintain a variety of reports.
- Establish and carry out preventive maintenance programs.
- Provide advice and consultation on electrical generation facility operations, maintenance, and repair.
- Effectively respond to citizen concerns and information requests.
- Adhere to an assigned work schedule including the availability to be on-call up to 24 hours/7 days a week as assigned by manager.
- Pass District post-offer physical examination, which includes drug testing and assessment of safe work capacity in relation to the essential job functions of the position.

**PHYSICAL AND SENSORY REQUIREMENTS**

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

**Physical Demands** - Frequently stand and walk on flat and uneven surfaces, steps and ladders; bend at waist and reach over mechanical equipment for extended periods of time, lay under equipment for extended periods of time; ability to frequently lift and/or move up to 50 pounds; vision sufficient to read printed material and/or manuals, acute vision, depth perception and peripheral visions, visual color discrimination; hearing sufficient to conduct in person and telephone conversations; physical agility to push/pull, squat, crouch, kneel, twist, turn,

bend at waist, stoop and reach overhead; physical mobility sufficient to move about the maintenance shop and District grounds during inspections; manual dexterity and hand-eye coordination sufficient to use hand tools and shop equipment; write, use telephone, computer, business machines and related equipment.

**Mental Demands** - While performing the duties of this class, employees are regularly required to use oral communication skills; read and interpret data, information and documents; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of District management and personnel, and the public.

**Work Environment** - Normally work is performed in both indoor and outdoor environments; regular exposure to dust; some exposure to fumes, grease, and oil; often works around moving vehicles and equipment; exposure to electrical current and energy; exposure to landfill gasses; exposure to the landfill surface and well systems; exposure to loud and constant noise, requiring the use of hearing protection at all times, while working in engine room, regular contact with other staff and occasional contact with the public.

**ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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Employee Name – Please Print