



Job Description

Position:	Power Systems Supervisor (LFG)	FLSA Status:	Non - exempt
Department:	Landfill Gas Department	FTE:	Full Time
Reports to:	Power Systems Manager	Revised:	August 2017

DEFINITION:

Under general supervision, incumbent serves as specialist-level technician and provides supervision and lead direction for daily operations of the Landfill Gas (LFG) plant 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 associated Landfill Gas Collection and Control System (GCCS); incumbent performs highly-skilled technical and mechanical tasks and trains others in troubleshooting, maintenance and repair of engines, control systems and related equipment; and performs other job related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification is the specialist-level to the Power Systems Technician I, II, and Senior. An incumbent provides lead direction and work coordination of Power Systems Technicians and Assistant Technician. In addition, incumbent performs difficult and complex repair work, and diagnose technical and mechanical problems on plant engines and related equipment as well as provide advice and counsel to management on technical and mechanical matters..

CLASSIFICATIONS DIRECTLY SUPERVISED:

Directly supervises department staff of 2-4 employees.

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, 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 department management 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.



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- 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 ReGen.
- Shares 24-hour "on-call" assignments and duties with other staff.
- Assists with developing department employee relations by continued communication of all information affecting them and by conducting monthly departmental safety meetings.
- All ReGen positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other ReGen employees and service providers. Must show cooperation and respect to fellow employees at all times.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- 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.
- 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.

TRAINING, EDUCATION, AND EXPERIENCE:

- Minimum of five (5) years 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.



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REQUIRED LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

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

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 ReGen 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 ReGen 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

Employee Name – Please Print