

**Doyon Utilities, LLC**  
**Job Description**

<b>JOB TITLE</b>	Operations Supervisor	<b>LOCATION</b>	FWA CHPP
<b>REPORTS TO</b>	Superintendent	<b>HOURS</b>	40 Hours per week
<b>TYPE OF POSITION</b>	Full Time, Regular	<b>SCHEDULE</b>	M-F 7:30am-4:30pm
<b>WAGE RANGE</b>	DOE	<b>FLSA STATUS</b>	Exempt
<b>BARGAINING GROUP</b>	N/A	<b>DATE</b>	07/26/16

**POSITION OBJECTIVES:** The primary responsibility of this position is to oversee all aspects of operations at the Fort Wainwright Central Heat and Power Plant (CHPP). The Operations Supervisor is responsible for coordinating operational functions through the CHPP work leaders so the CHPP continues to operate in a safe and reliable manner. Duties include oversight of operational functions such as implementing operator training guidelines, coordination of power generation activities, and overseeing safe and efficient boiler operation. This position may act as the CHPP Superintendent when the CHPP Superintendent is off-site. In addition, this position works closely with the CHPP Superintendent to assure continuity of direction given to CHPP Operations work leaders. This position is responsible for providing counseling for work leaders with respect to disciplinary issues of operations employees. This position is also responsible for the oversight of the preparation and submittal of reports and other documents to the Privatization E-room, U.S. Department of Energy, OSHA, and Alaska State Department of Labor. Other responsibilities include managing CHPP safety related programs; lock out tag out procedures, and standard operating procedures.

**MAIN ACTIVITIES:**

1. Supervise all aspects of the CHPP operations and effectively provide direction to plant work leaders and personnel.
2. Coordinate with the CHPP Maintenance Supervisor in regards to work order planning, scheduling, and execution.
3. Ensure all CHPP systems and processes are operated in a safe, efficient, and economical manner and in compliance with the Title V air permit.
4. Ensure reliable operational records are maintained and recorded for historical purposes and to document performance metrics for the plant.
5. Participate in annual budget preparation and development of capital improvement projects with the CHPP Superintendent.
6. Provide guidance to the work leaders to assure scheduling of time off by employees to minimize the use of overtime.
7. Observes operations staffs to ensure activities are being conducted in accordance to company QC and safety standards.
8. Conduct quality control inspections for tasks carried out by the operations staff.
9. Ensure work leaders and staff comply with Doyon Utilities policies and work procedures.

**SKILLS AND QUALIFICATIONS:**

1. Minimum of 5 years of experience in managing the operation of an industrial process facility and extensive knowledge of coal fired power plants and associated equipment at the supervisory level is required.
2. Ability to understand and execute written and oral instructions and relay those instructions to the work leaders and other subordinate employees.
3. Must be proficient with use of desk top computers and proficient with Microsoft Excel, Word, Visio, and Outlook. Must also have experience with computerized maintenance management systems (CMMS).
4. Sufficient physical strength, ability, dexterity, vision and hearing to perform all duties of this position.
5. Ability to communicate effectively with supervisors, other shift engineers and plant personnel.
6. Must demonstrate initiative and be able to work with little supervision.
7. Must be able to lift a minimum of 50 pounds to shoulder level and exhibit the dexterity to work in awkward positions. The ability to lift, pull, push or work on uneven surfaces is required.
8. Able to extend arms overhead while performing duties or perform duties while standing, stooping, twisting, bending, kneeling or from a prone position.
9. Must be willing to report to work at any hour of the day.
10. Maintain an Alaska Driver's License.

**WORKING ENVIRONMENT:** Works primarily indoors where employee is subject to exposure to abnormal heat hazards or ash and coal dust. The work environment is typically a noise hazard area requiring the use of hearing protection. Employee is required to properly wear and use safety equipment as required by the situation, including hearing protection, respirators, coveralls, hard hats, safety glasses and safety shoes.

**CONDITIONS OF EMPLOYMENT:**

1. Incumbent must be able to maintain a level of physical fitness to perform the duties of this position.
2. Maintain a Boiler Operator I License. If the employee does not possess the license upon hire, they must acquire and maintain the license within a specified timeframe.
3. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.
4. Must be eligible to work on a military installation in Alaska.
5. Willingness to report to work on short notice at all hours of the day and be present at the plant for long periods of time.
6. Must have a valid driver's license issued by the State of Alaska.
7. Completion of an approved confined space entry class.

**EDUCATION AND TRAINING:**

1. High School Diploma or Equivalent
2. Associate's degree in process technology or related field is preferred

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Employee Signature

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Date