

COPPER VALLEY ELECTRIC ASSOCIATION, INC.  
Glennallen, Alaska

POSITION DESCRIPTION  
Plant Operator Trainee

I. JOB SUMMARY

CVEA's Plant Operator Trainee provides efficient, safe, and reliable operation of power plant equipment.

II. POSITION INFORMATION

Position Type: Full-Time/Represented

FLSA Classification: Nonexempt

Location Base: Glennallen or Valdez

Reporting Relationships:

Reports to: Chief Plant Operators

Supervises: None

III. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The Plant Operator Trainee performs all essential functions and responsibilities in a safe and efficient manner using industry best practices. In addition to the specific functions described below, the essential functions of this position also require attendance at all assignments and job sites and the ability to understand and adhere to all safety standards. If requested, reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

The Plant Operator Trainee is expected to perform the responsibilities of the Plant Operator under the guidance and supervision of experienced plant personnel.

- A. Ability to function under adverse outage conditions which requires a thorough working knowledge of operating procedures, outage restoration procedures, switching procedures, and maintenance program, as well as normal operating procedures to maximize resources, water, and fuel.
- B. Must keep up-to-date records on generation units, fuel availability, outages, switching, personnel activities that may affect the operation of the system, and report changes to supervisors per directives and communications.
- C. Maintain working knowledge of up to date first aid techniques and cardiopulmonary resuscitation.
- D. Provide minor repair and maintenance on Cooperative vehicles, building grounds, and generation equipment in an efficient and thorough manner.

- E. Provide minor repair and maintenance on Cooperative's electrical equipment, including furnaces, boilers, lighting, and generation-related equipment.
- F. Perform welding, fabrication, and remodeling as directed by the Chief Plant Operator.
- G. Keep plant and shop area clean and orderly, including parts storage area.
- H. Proficient in the use of basic hand tools and power tools to maintain equipment.
- I. Must be able to read and understand electrical/mechanical drawings as required to perform routine maintenance.
- J. Maintain working knowledge of applicable safety codes.
- K. Perform maintenance tasks on generation prime movers.
- L. Monitor and control power generating units using local and remote controls.
- M. Enter data on electronic spreadsheets and word documents.
- N. Perform other duties as assigned.

#### IV. MINIMUM QUALIFICATIONS

##### A. Education/Experience

Graduation from high school or GED equivalent is required.

Relevant power generation or industrial plant experience, including equipment operation and maintenance activities is preferred.

##### B. Certification/Licenses Required

A valid Alaska driver's license is required.

Complete achievement of certain requirements herein may not be required if, in the opinion of the CVEA hiring supervisor, a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, or education. Should an applicant be deficient in certain educational achievements, offsetting experience may be substituted or vice versa.

##### C. Knowledge/Skills/Abilities

The Plant Operator Trainee must carry out the following:

1. Perform administrative duties to include planning, accurate recordkeeping, and reporting.
2. Mechanical requirements include construction, electrical, plumbing, and repairing of facilities.
3. Mathematical skills are required for calculating, problem solving, and reasoning in finding solutions.
4. Basic reading and writing skills are required for correspondence and comprehension of technical reports.

5. Computer and electronic device skills to control equipment, record data, and communicate.

D. Physical Activities and Demands

This position is considered a heavy work position. The Plant Operator Trainee position includes day and night 12-hour shifts (night shifts are in Valdez only) for seven consecutive days under a week-on-week-off rotation. After a ten-week shift rotation in Glennallen or a thirty-week shift rotation in Valdez, there will be a five-week relief shift of five eight-hour days.

In order to complete the essential functions, the Plant Operator Trainee will be required to perform the following:

Constantly (C)      Frequently (F)      Occasionally (O)      Seldom (S)

1. Exertion of force:
  - a. Up to 100 pounds of force (O)
  - b. Up to 50 pounds of force (F)
  - c. Up to 20 pounds of force (C)
2. Walk on varying surfaces including snow, ice, mud, gravel, and grease, while carrying equipment and/or supplies. (O)
3. Measure fuel levels in outside tanks, shovel snow, access outside steel racks, perform building maintenance, move oil barrels, stock supplies, access parts and tools. (F)
4. This position requires “being on your feet” for extended periods of time whether standing, walking, climbing, etc. (C)
5. Standing on ground to relay tools to worker on an engine, generator, radiator, etc., or while operating controls, standing by, or during outages or testing. (C)
6. Sitting while writing logs, writing/maintaining reports, operating computers or traveling by truck, snow machine, or ATV. (F)
7. Operate hand tools, torque wrenches, manual hoist, etc., pull on ropes to obtain tools and equipment from ground to guide objects. (F)
8. Reaching:
  - a. Overhead with arms extended to operate hoist, guide equipment, etc. (F)
  - b. At shoulder level (F)
  - c. Below shoulder level to obtain tools and equipment (C)
  - d. Removal and installation of valve covers, rocker boxes, and cylinder heads (O)

9. Visual, verbal, and written communications (C)
  - a. Read control panel, recording measurements (C)
  - b. Distinguish colors used in coding (red and green) (C)
  - c. Use of phones and 2-way radio (F)
  - d. Sense generator operations and alarms (C)
  - e. Phone, radio, and coworker communications (C)
10. Dexterity to handle nuts and washers, use finger controls to operate torque wrenches and other hand tooling, control panel, voltage control, etc. (C)
11. Climb stairs, hills, and ladders on engines with worst case scenario to climb and carry a 230-pound coworker in an emergency. (F)

E. Work Environment

A majority of the work is performed inside. Some work is performed outside for fuel storage, snow removal, dam inspection, etc. Work is in an environment subject to extreme noise, vibration, and extreme cold. Hazards such as mechanical parts, rotating equipment, electrical currents, and exposure to hazardous solvents may be present. Noise exposure equals or exceeds an eight-hour time-weighted average sound level (TWA) of 85 decibels. Ear protection and participation in the Hearing Conservation Program is required.

F. Travel Requirements

Work assignments seldom require the employee to drive a vehicle between CVEA's Glennallen and Valdez districts but it does occur on a scheduled and emergency basis. Overnight stays may be required on a rare basis.

V. OTHER JOB DUTIES

CVEA reserves the right to revise or change the position authorities and responsibilities as the need arises with or without advance notice. This position description does not constitute a written or implied contract of employment.

VI. SIGNATURE

Approved: Jaime L. Matthews  
Chief Executive Officer

Date: November 25, 2024