

RESPONSIBILITY OUTLINE



Job Title	Operator Technician EIC I-IV		
Department	Gas Operations	Pay Status	Hourly
Reports To	Production Supervisor	FLSA Category	Nonexempt
Location	Various		

SUMMARY

Operate, maintain, and repair low or high-pressure boilers, turbine-generators, combustion turbines, and other generation station equipment. Diagnose and repair electrical, instrument, and control equipment.

Essential Responsibilities

Operations

Operate (start up, shutdown, and monitor) all control room controls in a manner that ensures safe and efficient operation of generation units to include the boiler, turbine-generator, associated auxiliary equipment, and process operations.

Perform all duties associated with operating and monitoring electrical transmission equipment (breakers, relays, and transformers), switching in substation, house power switching, unit loading, data-logging of plant parameters, gauges, and meters.

Evaluate nonroutine, upset, or emergency situations and take the appropriate corrective action needed to maintain or restore operations equipment to normal operating conditions.

Conduct routine rounds to inspect assigned areas for fire protection, freeze protection, air, water, steam, oil, and chemical leaks. Check pumps, motors, and auxiliary equipment for proper operation.

Enter current status data and maintain periodic readings, logs, forms, records, and other written documents necessary to record and document station and process statistics.

Report conditions affecting generator load to the system operator at the System Operations Center (dispatch center) as required.

Report all process changes to process customers and production supervisor, and diagnose issues related to the process change.

Direct, guide, and train other operation staff members in lower classifications in the correct performance of specific tasks.

Review plant operating instructions on a regular basis.

Electrical

Work independently or assist others to diagnose electrical control circuit problems; interpret manufacturer schematics and instructions; and make necessary corrections to

breakers, switches, and electrical switchgear. Submit document change requests (DCRs) as appropriate.

Lead or assist with projects, including the running of conduit, dimension of conductors, and interpreting the National Electric Code (NEC).

Instrument and Control

Work independently or assist others to diagnose instrument related problems, interpret manufacturer drawings, instructions, and loop sheets. Perform instrument calibrations, adjust control loops, and troubleshoot and repair programmable logic controllers (PLCs) and distributive control systems (DCSs). Submit DCRs as appropriate.

Lead or assist with projects including the installation of instruments, PLCs, and development of control loops and circuits.

Safety

Sunflower employees are expected to approach their personal safety and their coworker's safety with a positive attitude and commitment. Sunflower employees will maintain the highest level of responsibility and accountability in compliance with all safety policies, practices and procedures to ensure a safe working environment. This includes properly maintaining and caring for applicable safety gear and equipment; identifying, correcting or assisting in resolving safety concerns, including communicating all hazardous conditions; reporting all injuries and near misses immediately to appropriate personnel; and understanding and complying with the Clearance Procedure as applicable.

Culture

Demonstrate personal responsibility and a commitment to Sunflower's culture and core values of technical competency, respect and dignity, accountability, integrity, trustworthiness, and servant leadership to empower or otherwise enable others to optimally perform their job responsibilities. Demonstrate and promote ethics and behaviors consistent with Sunflower's culture, Board policies, and business practices. Understand and fulfill the role and responsibility for all internal policies and procedures of the company to comply with laws, rules, and regulations.

Other Responsibilities

Dedicate available time for on-the-job training and for studying material, which includes time spent on the required simulator training.

Perform routine and non-routine cleaning assignments.

Perform housekeeping duties in and around the work areas and maintain tools, equipment, and other work-related materials in proper working condition.

Attend meetings as scheduled and/or required.

Perform other tasks as assigned or required to support Sunflower's mission and operations.

Qualifications

Education and Experience

Two year post high school education in industrial electric or instrument and controls and two years progressively responsible industrial electric or instrument and controls experience, or equivalent combination of education and experience.

Knowledge, Skills, Abilities

Successful completion of the Edison Electric Institute's (EEI) Plant Operator Selections System (POSS) test and the Power Plant Maintenance Positions Selection System (MASS) test.

Mechanical and electronic aptitude, troubleshooting, and repair skills.

Able to remain calm and make clear, quick, logical decisions in upset, abnormal, and emergency situations to ensure the safety of plant staff, equipment, and operating status.

Able to read and comprehend basic power plant principles, equipment processes and systems, practices and procedures. Able to advance in knowledge, skills, and understanding.

Able to understand mechanical processes to comprehend the proper and logical course of events from the process start through the process end.

Possess knowledge of the National Electric Code (NEC) Book to locate cable and conduit sizing tables and sections or articles describing the techniques to calculate the sizes.

Able to use electrical testing equipment and instrument calibration equipment.

Able to read and understand vendor and manufacturer drawings, specifications, etc, and ensure proper and immediate communications in unsafe conditions.

Interpret and understand electrical control circuit diagrams or instrument loop sheets.

Basic knowledge of troubleshooting PLCs and their components and functions. Gain knowledge and understanding of distributive control systems (DCS) and their components and functions.

Written, verbal, and interpersonal communication skills at the level required to successfully perform the essential responsibilities of the position.

Able to operate computers and associated programs at the level required to successfully perform the essential responsibilities of the position.

Knowledge of industrial or electrical generating plant processes, systems, and rotating equipment is preferred.

Other

Possess and maintain a valid driver's license.

Able to travel to all Sunflower sites, and attend training and meetings out of state as needed.

Regular and prompt attendance is required.

Able to work overtime, both scheduled and/or unscheduled. Able to respond and report to work during off hours in emergency situations. Able to work rotating shifts, including holidays and weekends.

Satisfactory completion of required Training program, study guide materials, and Control Room Operator examinations at all levels.

This position requires a five-year commitment to the department. Employees are unable to transfer out of the department for a minimum of five years beyond the start date in the position.

Promotion Requirements

Employees are expected to progress through the training during the prescribed time period to the level 4 as a condition of employment per the standards of training for the craft of Operator Technician EI&C I-IV.

This outline is not all inclusive but rather serves as a general overview of the current business needs. Experience guidelines are not the sole basis for awarding this position and substitutions may be made as they relate to the essential functions, duties, and responsibilities of this position.

EEO Category	6	FLSA Exemption	N/A
FLSA Exemption Justification	N/A		

COMPETENCIES

The following competencies describe the required knowledge, skills, and behaviors that contribute to employee performance and organizational success. Please contact the Department of Organizational Development for definitions of each competency.

Core

- Technical Competency
- Respect and Dignity
- Accountability
- Integrity
- Servant Leadership
- Safety

Technical

- Communication
- Decision Making
- Flexibility
- Initiative
- Problem Solving
- Quality
- Team-Oriented
- Technology Acumen

PHYSICAL AND MENTAL REQUIREMENTS SHEET

This outline is not all inclusive but rather serves as a general overview regarding the physical and mental activities required to perform the job.

Physical Tasks and Exposure

For the following, indicate if the task or exposure during a typical shift is:

Occasional (0-33% of the workday); **Frequent** (34-66%); **Constant** (67-100%)

Task/Exposure	O	F	C
Standing		X	
Walking		X	
Sitting	X		
Climbing		X	
Crouching		X	
Twisting		X	
Reaching above		X	
Heights over 4 ft		X	
Confined spaces	X		
Variable weather			X
Cold		X	
Heat		X	
Noise over 85 decibels		X	
Dust/Dirt		X	
Ionizing radiation			
Chemicals			
Repetitive - Wrist		X	
Repetitive - Elbow		X	
Other:			

Task/Exposure	O	F	C
Lifting/Lowering			
<10 pounds			X
11-30 pounds		X	
31-50 pounds	X		
Carrying			
<10 pounds			X
11-30 pounds		X	
31-50 pounds	X		
Pushing			
<10 pounds			X
11-30 pounds		X	
31-50 pounds	X		
51-75 pounds	X		
>75 pounds	X		
Pulling			
<10 pounds			X
11-30 pounds		X	
31-50 pounds	X		

Comments:

For the following, indicate if essential to the position:

Mental Requirements	
Works alone	X
Repetition	X

Audio/Visual	
Hearing/Corrected Hearing	X
Color discrimination	X

Required Examinations				
Physical Capacity Profile (PCP)			Audiogram	X
Level 2			Chest X-Ray	X
Level 3	X		Spirometry	X
Level 4			Color	X
Level 5			DOT Physical	

A physical may be substituted for a PCP if it is not available.