



## UNION JOB DESCRIPTION

**TITLE: Generation Foreman**

### DEFINITION:

Works with Generation Management to direct and oversee the work of the Generation Unit staff and contracted staff. Assists in coordinating activities associated with the Districts generation facilities, including water delivery to City of Everett, minimum instream flows, power generation, construction, operation, and maintenance. Ensures work is done in accordance with safety standards and Federal, State, and local regulations. Works with the Manager, Generation Operations and Engineering in improving existing work practices. Performs field visits, observing indoor and outdoor construction and maintenance activities, ensuring efficient and safe work practices. This position is a working Foreman position and must be able to perform all the duties of a Generation Constructor. Reports to and is under the direction of the Manager, Generation Operations and Engineering.

### DISTINGUISHING CHARACTERISTICS:

The Generation Foreman classification is distinguished from the Generation Unit Constructor classifications by the increased responsibility of overseeing, coordinating, and training Generation Unit Staff and work and ensuring safety rules and regulations are followed. The Generation Foreman is further distinguished from the Generation Unit Constructor classifications by the increased oversight of the Callout and Standby list eligibility and coordination of callouts and staffing needs during emergent situations.

The Generation Foreman is required to periodically make unannounced jobsite visits after hours at a frequency determined by the Manager, Generation Operations and Engineering. The Generation Foreman is expected to respond when significant circumstances require the presence of the Generation Foreman on site. The Generation Foreman is considered a Journey-level classification and may participate in the Standby rotation.

Incumbents in this classification assigned to the Jackson Hydroelectric Project are required to establish their residence so they will be able to report to work within the timeframe indicated in the current Collective Bargaining Agreement (CBA).

This is a bid classification that requires an interview. The interview team will be comprised of an equal number of management and represented members. Represented members will be by selection of the IBEW. The District will select the successful candidate.

### BASIC RESPONSIBILITIES:

1. Works with manager to oversee and direct Generation Unit staff in the performance of their duties, including the operation, construction, installation, repair, maintenance and removal of generation facilities and equipment in accordance with safety and construction standards and regulations. Assigns daily work, schedules employees, and assists management with setting priorities. Coordinates and monitors the daily activities of Generation Unit employees and operations ensuring safe, efficient, quality, and productive departmental work.
2. Assists the Manager by investigating projects for workability, safety, and equipment needs. Coordinates Generation work job/project schedules with other departments and outside agencies (example, Engineering, Natural Resources, City of Everett etc.) before and during physical work.
3. Oversees contract staff and participates in tailboard, preconstruction, and progress meetings.
4. Assists and trains Generation Unit staff in their duties.
5. Performs the duties of a Generation Constructor as needed or assigned.

6. Investigates and reports incidents, violations, or accidents, including completing incident reports and following up with safety learnings. Takes corrective action in emergent situations and/or confers with the Manager, Generation Operations and Engineering and others concerning recommended actions and helps assess ways to avoid future occurrences.
7. Leads, participates in, and/or recommends formal or informal Continuous Improvement (CI) projects and activities for the department.
8. Helps implement preventive / predictive maintenance programs to minimize interruption of power production, water releases and water deliveries.
9. Maintains appropriate logs on a scheduled basis to facilitate detailed entry of information regarding project activities or problems. Collaborates with Generation staff to diagnose cause, take corrective action, and document resolution in "trouble" report / log.
10. Coordinates Jackson Hydroelectric Project activities to ensure the protection of the City of Everett's water supply, Project mitigation, fisheries flows, recreation programs, and other license conditions for the facility.
11. Tests or research new equipment. Makes recommendations to the Manager, Generation Operations and Engineering for repairs or improvements to obsolete or defective equipment. Assists with the purchase of tools, materials, and supplies as directed.

#### OTHER RESPONSIBILITIES:

1. The Generation Foreman may act as the District's representative to the public, conducting public tours of the power plant and switchyard as scheduled by the District.
2. Assists in the development of departmental goals and objectives and the departmental budget.
3. Oversees and coordinates Callout and Standby list eligibility, responds to and coordinates emergency calls twenty-four (24) hours per day, seven (7) days per week, and approves overtime and the use of additional staff as needed during emergencies.
4. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

##### Knowledge of:

- Leadership principles and practices.
- Construction standards, practices, procedures, techniques, and materials related to electrical generation projects.
- Hydroelectric generation systems and inter-utility operations.
- Collective Bargaining Agreement.
- Actual and theoretical operation of generation project operations, features, and equipment.
- Standard mechanical and electrical concepts and theories.
- Safety rules and procedures when working near energized equipment, all Federal, State, and local regulations governing operation of an electrical facility.
- Related computer equipment and software.

##### Ability to:

- Lead, coordinate, and coach
- Communicate and work effectively with all levels of the organization, other utilities, the public and customers.
- Understand and perform the duties of Generation Constructor, Electrical or Mechanical Constructor, and Generation Helper, and other similar and incidental duties.

- Initiate tasks and work without close supervision.
- Identify, analyze, and resolve problems.
- Perform basic math computations on a calculator or computer.
- Operate power-generating units, control panels, computer terminals, related software and auxiliary equipment.
- Recognize and analyze equipment malfunctions and take appropriate action during routine operations, and emergency situations.
- Work independently.
- Read blueprints and schematics, and work from equipment instruction books, mechanical or electrical drawings and/or sketches as guides for equipment maintenance, modification, or installation.
- Communicate effectively both orally and in writing.
- Maintain compliance with administrative and safety rules and procedures, and government regulations.
- Physically perform duties of job, walk on varying terrain, work in varying weather environments and varying noise levels. Climb stairs in excess of 200 vertical feet. Lift and carry equipment and materials up to 50 pounds. Work in elevated positions.
- Operate fixed facility cranes and equipment/tools required to perform job duties.
- Learn and apply FERC License and approved NERC/WECC standards of operations. (basic knowledge)
- Learn and apply District Accident Prevention Manual and WAC Electrical Safety Rules.
- Learn and apply District safety requirements; First Aid and CPR methods.
- Learn and apply Collective Bargaining Agreement.
- Learn and apply District Policies, Procedures and Directives.

Education/Experience:

- High School diploma or equivalent, and
- Qualified as a current Generation Constructor or Electrical Technician Constructor,

or

- Five (5) years as a senior Journeyman mechanic or electrician at an electrical generating plant using rotating generation equipment or a comparable heavy industrial, manufacturing, municipal water/wastewater, marine power plant, or other system with large motors and ancillary support systems, responsible for both maintenance and operation of the system(s).

License, Certification and/or Testing:

- Valid Washington State Driver License, with a good driving record (immediately).
- Valid Washington State Class A Commercial Driver License (airbrake restrictions removed) required within six (6) months from start of job with maintenance thereafter.
- First Aid, CPR, and forklift certification required within six (6) months from start of job with maintenance thereafter.

WORKING CONDITIONS:

- Work is performed in an indoor and outdoor environment, may be performed independently or alone, with infrequent face-to-face contact with other employees, and may only have contact with District staff via radio.
- Incumbent is exposed to varying weather conditions, varying noise levels and may be exposed to wild animals.
- Work will frequently occur in and around lakes and rivers.
- Employees risk physical hazard from energized equipment and circuits (electrical and mechanical).
- Incumbent may be exposed to loud noises from turbines and machinery.

- Incumbent must be able to: lift and carry equipment and materials up to 50 pounds; climb stairs in excess of 200 feet; and work in elevated positions.
- Incumbent may be exposed to hazardous chemicals used in the cleaning and maintenance of related hydroelectric components.
- This position may be required to work non-standard hours and respond to 24-hour callouts as emergency conditions dictate.
- Required driving to various generation projects, meetings, and training sessions.