

JOB DESCRIPTION

Bargaining Unit: IBEW

Hours of Work: 37.33

Class Code: 901

Pay Steps: 5; 3rd Class, 3rd Class and 1 Year in classification, 2nd Class and 2 Years in Classification, 2nd Class and less than 2 Years in classification, 2nd class and 2 years in classification

PROCESS OPERATOR

Date Prepared: February 6, 2014

Supersedes Description Dated: July 16, 2013

SaskPower (Total Compensation) Date

JOB SUMMARY:

The employee in this classification is, on assigned shift, responsible to direct and participate in the efficient operation of plant turbines, generators, boilers, emission control systems and associated auxiliaries to meet generating requirements.

KEY ACCOUNTABILITIES:

- Ensure the readiness of boilers, turbines, generators and associated equipment to meet peak load demands, spinning reserves and emergency operating requirements
- Operate, commission, monitor and troubleshoot turbines, generators, boilers, emissions control equipment, electrical apparatus, mechanical equipment and hydraulic machinery and take corrective action to maintain the security of the plant system and optimize plant availability and efficiency
- Monitor and interpret pressure, temperature, combustion and other parameters to ensure the plant is operating within allowable tolerances and take corrective action, as required
- Convey operating information to the system control centre, preform generation and switching instructions and coordinate plant and system operational requirements
- Conduct inspections, analyze and diagnose equipment malfunctions and take corrective action, as required
- Participate in preventative and corrective maintenance programs
- Issue and arrange for appropriate equipment access permits and perform switching as authorized in accordance with the Standard Protection Code
- Interpret plans, drawings and specifications related to operation of plant equipment
- Maintain operating logs adhering to applicable regulations
- Compile and maintain records detailing work performed, problems encountered, resources used, equipment malfunctions and/or corrective action taken and prepare various reports of information related to plant operation
- Inform incoming shift personnel and other persons concerned of matters requiring attention and the operating status of plant equipment
- Provide technical expertise and support to internal and external groups
- Adhere to applicable safety and environmental standards, regulations and corporate commitments
- Participate in continuous educational and professional development, both internal and external and driver's licencing upgrades, as required by the position
- Maintain a clean and orderly work area
- Direct, coach, train, orient and work effectively with other staff
- Other related duties, as assigned

KNOWLEDGE/SKILLS/ABILITIES:

- Second Class Power Engineer's Certificate, or equivalent AND;
- Two (2) years of experience as a Facilities Operator, or equivalent
- Possess the ability to make and implement sound decisions under emergent conditions
- Must be able to perform the physical requirements of the position
- Ability to cooperate and deal tactfully with others

- Ability to communicate effectively, both verbally and in writing
- Valid Class 5 driver's licence

NOTES:

Applicants who do not possess the Second Class Engineer's Certificate, or equivalent will not be disqualified. Such applicants will be required to successfully obtain the full qualifications, or equivalent(s) as outlined in these notes:

1. Applicants shall be placed within the following prioritized groupings, as follows:
 - 1.1 1st eligible group – Those possessing the full qualifications
 - 1.2 2nd eligible group – Those possessing only a Grade XI, a 3rd Class Engineer's Certificate, and any four (4) of six (6) papers required towards the 2nd Class Engineer's Certificate
 - 1.3 3rd eligible group – Those possessing only a Grade XI and a 3rd Class Engineer's Certificate but who are otherwise qualified
 - 1.4 4th eligible group - Those not possessing the required two (2) years' experience and only a Grade XI and a 3rd Class Engineer's Certificate but who are otherwise qualified
2. The Senior applicant, from the highest qualification grouping may be appointed to this position
 - 2.1 The "may" statement in clause two (2) will not apply to those candidates in the 1st and 2nd eligible group outlined in section 1.1 and 1.2 above
3. Placement and advancement in the pay scale for the Process Operator shall be tied to the pay steps as per the IBEW Wage Table the acquisition of the engineering Certificates as outlined below:
 - 3.1 1st pay step – Those possessing only a Grade XI and 3rd Class Engineering Certificate
 - 3.2 2nd pay step – Those possessing a Grade XI, a 3rd Class Engineering Certificate PLUS two (2) years operating experience
 - 3.3 3rd pay step – Fully qualified
4. Employees appointed to the position who do not possess the full qualifications will be required to obtain the Second Class Engineer's Certificate within the following timeframes, based on the eligible grouping they are appointed to upon hire:
 - 4.1. Employees appointed to the position within the 2nd eligible group with only a Grade XI, a 3rd Class Engineer's Certificate and any four (4) of six (6) papers required towards the 2nd Class Engineer's Certificate, will be required to successfully obtain the 2nd Class Engineer's Certificate within twelve (12) months of being appointed to the position
 - 4.2. Employees appointed to the position within the 3rd or 4th eligible group with only a Grade XI and a 3rd Class Engineer's Certificate, but who are otherwise qualified are required to successfully obtain the 2nd Class Engineer's Certificate within forty-two (42) months of being appointed into the position
5. Employees failing any prescribed examinations and applicable rewrites required to achieve fully qualified status with the allowed timeframes shall be reverted to their previous rate of pay and will be required to procure another position through the bidding procedure in the following thirty (30) day calendar day period. If such employee does not procure a position in this time, the employee will be issued a notice of lay off (notice based on current Labour Standards and requirements).