



Los Angeles  
Department of  
Water & Power

RESOLUTION NO.

019 210 001

020 068  
327 4355  
328 3579

BOARD LETTER APPROVAL

<input checked="" type="checkbox"/>	POWER SYSTEM	<input type="checkbox"/>	WATER SYSTEM
<input type="checkbox"/>	CAO	<input type="checkbox"/>	CFO
<input type="checkbox"/>	LEGAL	<input type="checkbox"/>	COO
<input type="checkbox"/>	SUSTAINABILITY	<input checked="" type="checkbox"/>	HR

RELEASE DATE: OCT 25 2019

OCT 08 2019

  
SHANNON C. PASCUAL  
Director of Human Resources

  
MARTIN L. ADAMS  
General Manager and Chief Engineer

**DATE:** September 12, 2019

**SUBJECT:** Establish Duties Descriptions Records, Adopt the Salaries, and Amend the Annual Personnel Resolution for APEX Operator Maintenance Technician, APEX Control Room Operator, APEX Instrument and Electrical Technician, APEX Maintenance Technician, and APEX Maintenance and Operations Supervisor

### **SUMMARY**

The proposed Resolution will establish the seven (7) Duties Description Records (DDR) for the five (5) new classifications as follows:

- APEX Operator Maintenance Technician, Class Code 5632, DDR No. 95-56321;
- APEX Control Room Operator, Class Code 5633, DDR Nos. 95-56331 and 95-56332;
- APEX Instrument and Electrical Technician, Class Code 5634, DDR No. 95-56341;
- APEX Maintenance Technician, Class Code 5635, DDR No. 95-56351; and
- APEX Maintenance and Operations Supervisor, Class Code 5636, DDR Nos. 95-56361 and 95-56362.

The Resolution will also adopt the salaries as approved by the City Council and amend the Annual Personnel Resolution to reflect the DDGs and salaries.

City Council approved the salaries for the classifications on August 14, 2019.

## **RECOMMENDATION**

It is recommended that the Board of Water and Power Commissioners adopt the attached Resolution, which has been approved as to form and legality by the City Attorney.

## **ALTERNATIVES CONSIDERED**

The alternative to this action would be to retain the status quo, without the new classifications and for the APEX Generating Station to continue to be staffed by the Ethos Energy Corporation (Ethos). However, this option is not recommended since Ethos employees are considered generalists, whereas LADWP employees are considered specialists. APEX's current model, which consists of 22 employees, has very little operation intervention and runs on a two-person two-day threshold. This entails utilizing up to fifteen contractors to perform work that cannot be completed by two persons in two days. Reliance on contractors leaves uncertain access to emergency power services if such a need should arise. LADWP is a public power utility with much more complicated requirements, which will continue to change with mandated integration of renewable power sources and the corresponding cycling to and from the most economical source according to demand. As equipment ages and units dispatched to correspond to LADWP's operations and cycling, responsibilities and commitment of staff at APEX will increase.

## **FINANCIAL INFORMATION**

LADWP is proposing the salaries of the APEX classification series to be commensurate with the LADWP Steam Plant classification series. The proposed salary ranges are equivalent to the job classifications of Steam Plant Assistant, Class Code 5622; Steam Plant Operator, Class Code 5624; Instrument Mechanic, Class Code 3843; Steam Plant Maintenance Mechanic, Class Code 5630; Steam Plant Operating Supervisor, Class Code 5625; and Steam Plant Maintenance Supervisor, Class Code 3786, which share similar duties, as well as specialized, technical expertise and knowledge. The fifth step for the APEX classification series monthly salaries are as follows:

- APEX Operator Maintenance Technician at \$7,271.46
- APEX Control Room Operator: "A" at \$9,194.16 and "B" at \$8,240.64
- APEX Instrument and Electrical Technician at \$8,820.06
- APEX Maintenance Technician at \$8,630.40
- APEX Maintenance and Operations Supervisor: "A" at \$11,263.02 and "B" at \$10,629.66.

LADWP has budgeted funds to cover the new APEX positions, as the aforementioned annual salaries have been incorporated into LADWP's labor costs for the Fiscal Year

2018-2019 budget. LADWP anticipates staffing the Power System with 20 APEX positions. The salary amendment would result in a monthly impact of \$174,006.96 to the Power System Fund.

## **BACKGROUND**

On June 28, 2018, the Board of Civil Service Commissioners adopted the five (5) new APEX classifications. The classifications were created in order to align APEX operations with LADWP's standards of staffing, training, maintenance, safety, and reliability. APEX is an external component of LADWP's purchased power supply resources and allows flexibility, versatility, and accessibility of power generated outside of the Los Angeles basin. APEX is located north of Las Vegas, Nevada, and is owned by the Southern California Public Power Authority. The facility consists of 22 employees staffed by Ethos.

The new classifications allow LADWP to maintain experienced employees and give Ethos staff at APEX the opportunity to gain civil service employment. After serving a probationary period, the APEX employees will transition to classes currently used by LADWP as shown below. Once the employees have transitioned, the new classes will be abolished.

- APEX Operator Maintenance Technician to Steam Plant Assistant
- APEX Control Room Operator to Steam Plant Operator
- APEX Instrument and Electrical Technician to Instrument Mechanic
- APEX Maintenance Technician to Steam Plant Maintenance Mechanic
- APEX Maintenance and Operations Supervisor "A" to Steam Plant Operating Supervisor
- APEX Maintenance and Operations Supervisor "B" to Steam Plant Maintenance Supervisor.

## **ENVIRONMENTAL DETERMINATION**

Determine item is exempt pursuant to California Environmental Quality Act (CEQA) Guidelines 15060(c)(3). In accordance with this section, an activity is not subject to CEQA if it does not meet the definition of a project. Section 15378(b)(4) states that government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment do not meet that definition. Therefore, the adoption of the salary and establishment of the DDR for APEX Operator Maintenance Technician, APEX Control Room Operator, APEX Instrument and Electrical Technician, APEX Maintenance Technician, and APEX Maintenance and Operations Supervisor are not actions subject to CEQA.

## **CITY ATTORNEY**

The Office of the City Attorney reviewed and approved the Resolution as to form and legality.

## **ATTACHMENT**

- Resolution
- Duties Description Records (7)

020 068

327 4355

328 3579

Resolution No. \_\_\_\_\_

019 210 001

WHEREAS, the Los Angeles Department of Water and Power (LADWP) proposes to amend the Annual Personnel Resolution to reflect the establishment of the Duties Description Records (DDR) listed below, for the purpose of reflecting the newly established classifications and salary adoption of Class Code 5632: APEX Operator Maintenance Technician; Class Code 5633: APEX Control Room Operator; Class Code 5634: APEX Instrument and Electrical Technician; Class Code 5635: APEX Maintenance Technician; and Class Code 5636: APEX Maintenance and Operations Supervisor

Organization Unit	Class Title	DDR No.	Budgeted	Substitute	Authorized Total
Power Executive Office (Org. 70000)	APEX Operator Maintenance Technician	95-56321		4	4
Power Executive Office (Org. 70000)	APEX Control Room Operator "A"	95-56331		5	5
Power Executive Office (Org. 70000)	APEX Control Room Operator "B"	95-56332		5	5
Power Executive Office (Org. 70000)	APEX Instrument and Electrical Technician	95-56341		2	2
Power Executive Office (Org. 70000)	APEX Maintenance Technician	95-56351		2	2
Power Executive Office (Org. 70000)	APEX Maintenance and Operations Supervisor "A"	95-56361		1	1
Power Executive Office (Org. 70000)	APEX Maintenance and Operations Supervisor "B"	95-56362		1	1

WHEREAS, salaries are set by collective bargaining agreements approved by the Los Angeles City Council (City Council) in accordance with the City of Los Angeles Charter (City Charter), Section 219; and

WHEREAS, pursuant to negotiations with the International Brotherhood of Electrical Workers, Local 18, as part of the collective bargaining agreements reached for the term of October 1, 2017 to September 30, 2022, it was agreed to establish seven new DDRs and establish the salaries for the classification of APEX Operator Maintenance Technician, Class Code 5632; APEX Control Room Operator, Class Code 5633; APEX Instrument and Electrical Technician, Class Code 5634; APEX Maintenance Technician, Class Code 5635; and APEX Maintenance and Operations Supervisor, Class Code 5636.

Class Title	DDR No.	Salary Range	Step 5 Hourly Rate	Step 5 Monthly Salary
APEX Operator Maintenance Technician	95-56321	3363	\$41.79	\$7,271.46
APEX Control Room Operator "A"	95-56331	4254	\$52.84	\$9,194.16
APEX Control Room Operator "B"	95-56332	3812	\$47.36	\$8,240.64
APEX Instrument and Electrical Technician	95-56341	4080	\$50.69	\$8,820.06
APEX Maintenance Technician	95-56351	3992	\$49.60	\$8,630.40
APEX Maintenance and Operations Supervisor "A"	95-56361	5210	\$64.73	\$11,263.02
APEX Maintenance and Operations Supervisor "B"	95-56362	4917	\$61.09	\$10,629.66

WHEREAS, the actions specified above shall be effective on the date the Board of Water and Power Commissioners takes action by adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the DDRs identified by the DDR numbers listed above, are hereby adopted for the purpose of fixing the duties and responsibilities of the positions created thereunder, the number of positions authorized are hereby fixed as set forth above, and Schedule "B" of the Position Evaluation and Compensation Plan (Resolution No. 327, adopted October 9, 1947) as amended, the Departmental Personnel Resolution (Resolution No. 328, adopted October 9, 1947) as amended, and the Resolution No. 018-234, adopted on May 22, 2018, are hereby further amended to reflect this action.

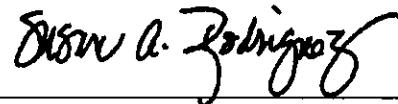
BE IT FURTHER RESOLVED that the Resolution, approved as to form and legality by the City Attorney, and filed with the Secretary of the Board, is hereby approved.

BE IT FURTHER RESOLVED that the Chief Accounting Employee of LADWP, upon proper certification, is authorized and directed to draw demands on the Water and Power Revenue Funds, in accordance with the terms of this Resolution.

BE IT FURTHER RESOLVED that the President or Vice President, or the General Manager, or such person as the General Manager shall designate in writing, and the Secretary, Assistant Secretary, or the Acting Secretary of the Board are hereby authorized and directed to execute said Resolution for and on behalf of LADWP upon approval by the City Council pursuant to City Charter Section 219.

I HEREBY CERTIFY that the foregoing is a full, true, and correct copy of the Resolution adopted by the Board of Water and Power Commissioners of the City of Los Angeles at its meeting held

OCT 08 2019



Secretary

APPROVED AS TO FORM AND LEGALITY  
MICHAEL N. FEUER CITY ATTORNEY

SEP 09 2019

BY   
WENDY K. GENZ  
DEPUTY CITY ATTORNEY

## DUTIES DESCRIPTION RECORD

<b>DEPARTMENT</b>			
<b>TITLE</b>	<u>APEX OPERATOR MAINTENANCE TECHNICIAN</u>	<b>DDR</b>	<u>95-56321</u>
<b>CLASS CODE</b>	<u>5632</u>	<b>CLASS TITLE</b>	<u>APEX OPERATOR MAINTENANCE TECHNICIAN</u>

### **SUMMARY DUTIES**

An Apex Operator Maintenance Technician (OMT) works under the supervision of the Apex Control Room Operator (CRO) and assists in the operation and maintenance of Apex Natural Gas Combined Cycle-Electric Generating Station equipment, including turbo-generator units, heat recovery steam generators, auxiliary equipment, and electrical switching facilities, and does related work. May perform duties of an adjacent class and receives on-the-job instruction and is required to demonstrate the proficiency needed for all phases of the work.

### **ILLUSTRATIVE DUTIES**

An OMT assists in operating, maintaining, or repairing Apex Natural Gas Combined Cycle-Electric Generating Station equipment, including mechanical, electrical controls and instrumentation, and auxiliary equipment; assists in the operation and maintenance of electric generators, diesel generators, heat recovery steam generators (HRSG), gas turbines, steam turbines, water treatment equipment, well water pump, Zero Liquid Discharge (ZLD) system, solar pond, brine concentrator, vapor compressor, phase separator, air cooled heat exchangers (ACHE), Air Cooled Condensers (ACC), high pressure pumps, compressors, exciters, power distribution centers and power equipment control centers, medium and high voltage electrical distribution systems, transformers, and related auxiliary equipment; assists maintenance personnel as needed during equipment repairs, overhauls, and replacements; assists in inspecting and determining operating conditions of indicating and recording instruments, automatic control equipment, and electrical, electronic, hydraulic, and pneumatic systems; assists in the construction of prefab platforms and scaffolding; and assists in disassembling, cleaning, repairing of valves, pumps and diesel generators.

Drives fork lifts, power sweepers, personnel lifts, and other equipment, as required; takes readings from meters, instruments, gauges, and charts on machinery and equipment, and records readings on appropriate forms; operates hand and portable power tools in the maintenance of equipment, such as pneumatic tube cleaning devices, sandblasting equipment, welding equipment and oxyacetylene cutting and burning equipment; and uses various gases and liquids such as oxygen, mercury, carbon monoxide and acids when cleaning or calibrating equipment.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

## DUTIES DESCRIPTION RECORD

<b>DEPARTMENT</b>			
<b>TITLE</b>	<b>APEX CONTROL ROOM OPERATOR (LEAD)</b>	<b>DDR</b>	<b>95-56331</b>
<b>CLASS CODE</b>	<b>5633</b>	<b>CLASS TITLE</b>	<b>APEX CONTROL ROOM OPERATOR</b>

### **SUMMARY DUTIES**

An Apex Control Room Operator (CRO) oversees and participates in the operation, inspection, and maintenance of Apex Natural Gas Combined Cycle-Electric Generating Station equipment from remote control boards and from the actual location of equipment such as generators, Heat Recovery Steam Generators (HRSG), gas turbines, steam turbines, water treatment equipment, auxiliary equipment, and medium and high voltage electrical distribution systems; or oversees all phases of Apex Generating Station control operation and running maintenance activities performed by operating personnel on a designated shift; controls access to the site; and does related work.

### **ILLUSTRATIVE DUTIES**

Works under general supervision and may direct the work of, and provide functional supervision and training to employees in lower-level CRO positions. Regulates the control of HRSGs, turbines, generators, and auxiliary fluid cycles to generate electric power and acts as a lead to other CROs. An employee in this lead capacity controls and directs the operation of Apex Natural Gas Combined Cycle-Electric Generating Station from a centralized control room, or a control unit located at Apex Generating Station; may also be assigned to or direct other others to perform maintenance on generating equipment outside of the control room; carries tools to perform minor maintenance and on the spot repairs such as minor replacement of pipes, opening and closing HRSG doors, adjust valve packings, and tighten flange leaks; monitors indicating devices that reflect system operation, and manipulates controls necessary to start, operate, or shut down Apex Generating Station equipment; and works near high-temperature, high-pressure, rotating, and high-voltage energized equipment.

A lead CRO must be constantly alert to detect any signs of trouble or failure in the equipment or systems which are under their responsibility and to adopt quick and effective courses of action should such situations occur.

## DUTIES DESCRIPTION RECORD

<b>DEPARTMENT</b>			
<b>TITLE</b>	<b>APEX CONTROL ROOM OPERATOR (CRO)</b>	<b>DDR</b>	<b>95-56332</b>
<b>CLASS CODE</b>	<b>5633</b>	<b>CLASS TITLE</b>	<b>APEX CONTROL ROOM OPERATOR</b>

### **SUMMARY DUTIES**

Assists the lead Apex Control Room Operator (CRO) to oversee and participate in the operation, inspection, and maintenance of Apex Natural Gas Combined Cycle-Electric Generating Station equipment from remote control boards and from the actual location of equipment such as generators, Heat Recovery Steam Generators (HRSG), gas turbines, steam turbines, water treatment equipment, auxiliary equipment, and medium and high voltage electrical distribution systems; or oversees all phases of Apex Generating Station control operation and running maintenance activities performed by operating personnel on a designated shift; controls access to the site; and does related work.

### **ILLUSTRATIVE DUTIES**

Under the direction of the lead CRO, regulates the control of HRSGs, turbines, generators, and auxiliary fluid cycles to generate electric power. An employee in this capacity controls the operation of Apex Natural Gas Combined Cycle-Electric Generating Station from a centralized control room, or a control unit located at Apex Generating Station; may be assigned by the lead CRO or an adjacent class to perform maintenance on generating equipment outside the control room; carries tools to perform minor maintenance and on the spot repairs such as minor replacement of pipes, opening and closing HRSG doors, adjust valve packings, and tighten flange leaks; monitors indicating devices that reflect system operation, and manipulates controls necessary to start, operate, or shut down Apex Generating Station equipment; and works near high-temperature, high-pressure, rotating, and high-voltage energized equipment.

A CRO must be constantly alert to detect any signs of trouble or failure in the equipment or systems and assist in adopting quick and effective courses of action should such situations occur.

## DUTIES DESCRIPTION RECORD

<b>DEPARTMENT</b>			
<b>TITLE</b>	<b>APEX INSTRUMENT AND ELECTRICAL TECHNICIAN</b>	<b>DDR</b>	<b>95-56341</b>
<b>CLASS CODE</b>	<b>5634</b>	<b>CLASS TITLE</b>	<b>APEX INSTRUMENT AND ELECTRICAL TECHNICIAN</b>

### **SUMMARY DUTIES**

Performs highly skilled field and shop work in inspecting, adjusting, calibrating, servicing, maintaining, overhauling, repairing, and testing various automatic controls indicating and recording instruments and devices; analyzes instrumentation malfunctions to determine necessary repair; analyzes problems and makes necessary repairs on instrumentation and controls required to interface with process control computers; and performs related work.

### **ILLUSTRATIVE DUTIES**

Inspects, tests, services, cleans, adjusts, calibrates, and repairs equipment and systems such as electric generators, heat recovery steam generators, gas turbines, steam turbines, water treatment equipment, well water pump, Zero Liquid Discharge (ZLD) system, solar pond, brine concentrator, vapor compressor, phase separator, air cooled heat exchangers (ACHE), Air Cooled Condenser (ACC), high pressure pumps, compressors, exciters, power distribution centers and power equipment control centers, medium and high voltage electrical distribution systems and freshwater, wastewater, and refrigeration instruments and automation control devices such as pressure gauges, Continuous Emissions Monitoring equipment, Mark V, Mark VIe and ABB digital control systems, temperature gauges, pressure regulators, control valves, controllers, pneumatic positioners, analog, digital, and microprocessor systems and devices, remote electrical and pneumatic transmitters and receivers, industrial type close circuit television systems and monitors, electronic boiler safety controls while in operation, and related auxiliary equipment; reinstalls and tests instruments upon completion of repairs; installs, analyzes, calibrates or repairs analog and digital unit process controllers for freshwater and wastewater treatment processes; inspects, tests, repairs, and certifies computerized fire and life safety and energy management equipment and related field devices; disconnects and reconnects electrical equipment including but not limited to motors, compressors, lighting, switchgear, receptacles, motor starters, variable frequency drives, electronic actuators, combustion ignition systems, and similar industrial equipment; removes and install breakers; generates Preventative Maintenance work orders; operates hoists, block and tackle, jacks and occasionally overhead traveling cranes, self-propelled cranes, skip loaders, man lifts, and fork lifts; and cleans floors, walls, insulators, and outside of mechanical equipment.

Modifies and fabricates parts for electronic circuits, mechanical, pneumatic, and hydraulic instruments and controllers using hand and power tools and precision measuring instruments; works with bronze, steel, brass, fiber, Bakelite, silver, wood, plastic, and other materials in fabricating and repairing parts;

Prepares and maintains records of work performed and enters instrument readings on the appropriate logs and calibration sheets; operates computer to obtain and maintain system information related to inventory and other control systems; may photograph instruments and machinery for pictorial records; works with process control computer hardware and software specialists in maintaining and repairing process instrumentation and process

control computers; performs mathematical computations for calibrating instruments, fabricating parts, and determining operating efficiencies; works with vendors in the creation, modification, and installation of software used in building energy management equipment.

May act as a lead person; may be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

# DUTIES DESCRIPTION RECORD

**DEPARTMENT****TITLE** APEX MAINTENANCE TECHNICIAN**DDR** 95-56351**CLASS CODE** 5635**CLASS TITLE** APEX MAINTENANCE TECHNICIAN**SUMMARY DUTIES**

Repairs, overhauls, and maintains high-pressure, high-temperature Heat Recovery Steam Generators (HRSG), steam turbine, combustion turbine and auxiliary equipment at the Apex Natural Gas Combined Cycle-Electric Generating Station and does related work.

**ILLUSTRATIVE DUTIES**

Repairs, maintains, and overhauls equipment and systems such as electric generators, HRSG, gas turbines, steam turbines, water treatment equipment, well water pump, Zero Liquid Discharge (ZLD) system, solar pond, brine concentrator, vapor compressor, phase separator, air cooled heat exchangers (ACHE), Air Cooled Condenser (ACC), high pressure pumps, compressors, exciters, power distribution centers and power equipment control centers, medium and high voltage electrical distribution systems, high-pressure, high-temperature HRSGs, steam and gas turbines, diesel driven generators, and related auxiliary equipment; replaces HRSG tubes; fabricates, repairs and replaces insulation on HRSGs, pipes and equipment; repairs and replaces HRSG refractories; replaces HRSG gauge glasses; repairs and replaces parts and lubricates pumps, fans, compressors, tanks, traps, sumps, circulating water systems, blowers, oil systems, auxiliary equipment, and steam lines; repairs and replaces structural steel; performs non-code fabrication and welding, cleans equipment, parts, lines, tubes, valves, drums, and other fixtures; and replaces and repairs air heaters, fans, ducts, dampers, economizers, fasteners, and soot blowers; tests and maintains fire-fighting equipment.

Obtains clearances to work on equipment and systems; disassembles and assembles equipment; sets up rigging; operates hoists, block and tackle, jacks and occasionally overhead traveling cranes, self-propelled cranes, skip loaders, man lifts, and fork lifts; builds boxes, crates and shelving; replaces worn and damaged sections of flumes, troughs and stairway supports and braces on cooling towers; makes repairs to building facilities and cooling tower reservoirs; cuts and fits piping; and prepares work progress report including sketches.

Cleans floors, walls, insulators and outside of mechanical equipment; forges and shapes metal steps, brackets, parts, tools and hangers; installs steps and brackets; sandblasts piping, HRSGs, interior and exterior of stacks and other equipment; and does maintenance painting on equipment and structures and applies protective coating to structural steel, equipment, walls and roofs.

May be assigned to other duties for training purposes or to meet technological changes or emergencies.

# DUTIES DESCRIPTION RECORD

**DEPARTMENT**

**TITLE**      **APEX MAINTENANCE AND OPERATIONS SUPERVISOR "A"**      **DDR**      **95-56361**

**CLASS CODE**      **5636**      **CLASS TITLE**      **APEX MAINTENANCE AND OPERATIONS SUPERVISOR**

**SUMMARY DUTIES**

Plans, assigns, coordinates, directs, and reviews the work of journey-level operations or maintenance staff engaged in the operations, maintenance, and repair of Apex Natural Gas Combined Cycle-Electric Generating Station equipment such as generators, Heat Recovery Steam Generators (HRSG), gas turbines, steam turbines, water treatment equipment, auxiliary equipment, medium and high voltage electrical distribution systems and buildings, supervises all phases of Apex Generating Station operations and maintenance activities performed by work crews doing this type of work in an operations or maintenance section, and controls access to the site and does related work.

Assigns work in accordance with Apex Generating Station operating procedures, established programs of routine maintenance, or as a result of a facility inspection including faulty equipment reported in equipment status reports.

**ILLUSTRATIVE DUTIES**

Supervises directly, or through subordinates, journey-level and sub journey-level workers engaged in the operations or maintenance and repair of Apex Generating Station facilities including insulation, electric generators, HRSG, gas turbines, steam turbines, water treatment equipment, well water pump, Zero Liquid Discharge (ZLD) system, solar pond, brine concentrator, vapor compressor, phase separator, air cooled heat exchangers (ACHE), Air Cooled Condenser (ACC), high pressure pumps, compressors, exciters, power distribution centers and power equipment control centers, medium and high voltage electrical distribution systems, transformers, switchyard, related auxiliary equipment, and buildings. Supervises the operations and maintenance, testing, and repair of fuel storage equipment, including tanks, heaters, transfer pumps, and related facilities; and inspects work in progress and upon completion for conformance with standards and for satisfactory operation.

Supervises the preparation of records and reports on such matters as fuel use and receipt, power production, water use and treatment, HRSG stack emissions, waste water disposal, and equipment performance; makes studies and written or oral reports on general generating station performance, additions and changes to equipment, and operating methods; and prepares recommendations for electrical and mechanical overhaul.

Inspects buildings and equipment to determine the need for repair work; recommends maintenance and repair schedules for equipment; makes estimates of labor and materials; prepares preliminary drawings and work orders; requisitions materials; requests inspection of generating equipment after completion of equipment overhaul; and keeps records and makes reports of maintenance and repair activities.

Supervises training, orientation, and maintenance programs for operating and maintenance personnel; maintains updated training folders on all operations and maintenance personnel; and enforces safety regulations and practices.

May be assigned to other duties for training purposes or to meet technological changes or emergencies.

## DUTIES DESCRIPTION RECORD

<b>DEPARTMENT</b>			
<b>TITLE</b>	<b>APEX MAINTENANCE AND OPERATIONS SUPERVISOR "B"</b>		<b>DDR</b>
<b>CLASS CODE</b>	<b>5636</b>	<b>CLASS TITLE</b>	<b>APEX MAINTENANCE AND OPERATIONS SUPERVISOR</b>

### **SUMMARY DUTIES**

Supervises and inspects the work of journey-level and sub journey-level maintenance or operations staff engaged in the operations, maintenance, and repair of Apex Natural Gas Combined Cycle-Electric Generating Station equipment such as generators, Heat Recovery Steam Generators (HRSG), gas turbines, steam turbines, water treatment equipment, auxiliary equipment, medium and high voltage electrical distribution systems and buildings, may supervise all phases of Apex Generating Station operations and maintenance activities performed by work crews doing this type of work in an operations or maintenance section, and controls access to the site and does related work.

Assigns work in accordance with Apex Generating Station operating procedures, established programs of routine maintenance, written or oral instructions issued by higher level supervisors, or as a result of a facility inspection including faulty equipment reported in equipment status reports.

### **ILLUSTRATIVE DUTIES**

Supervises directly, or through subordinates, journey-level and sub journey-level workers engaged in the operations or maintenance and repair of Apex Generating Station facilities including insulation, electric generators, HRSG, gas turbines, steam turbines, water treatment equipment, well water pump, Zero Liquid Discharge (ZLD) system, solar pond, brine concentrator, vapor compressor, phase separator, air cooled heat exchangers (ACHE), Air Cooled Condenser (ACC), high pressure pumps, compressors, exciters, power distribution centers and power equipment control centers, medium and high voltage electrical distribution systems, transformers, switchyard, related auxiliary equipment, and buildings; supervises the operations and maintenance, testing, and repair of fuel storage equipment, including tanks, heaters, transfer pumps, and related facilities; and inspects work in progress and upon completion for conformance with standards and for satisfactory operation.

Supervises the preparation of records and reports on such matters as fuel use and receipt, power production, water use and treatment, HRSG stack emissions, waste water disposal, and equipment performance; makes studies and written or oral reports on general generating station performance, additions and changes to equipment, and operating methods; and prepares recommendations for electrical and mechanical overhaul.

Inspects buildings and equipment to determine the need for repair work; recommends maintenance and repair schedules for equipment; makes estimates of labor and materials; prepares preliminary drawings and work orders; requisitions materials; requests inspection of generating equipment after completion of equipment overhaul; and keeps records and makes reports of maintenance and repair activities.

Supervises training, orientation, and maintenance programs for operating and maintenance personnel; maintains updated training folders on all operations and maintenance personnel; and enforces safety regulations and practices.

May be assigned to other duties for training purposes or to meet technological changes or emergencies.