

**Chief Electric Plant Operator
Class Code 5237
Task List 2022**

1. Supervises electric station operators and other subordinate staff in hydroelectric generating plants or one or more switching stations, receiving stations, wind power plants, battery energy storage stations, and the associated distributing stations or D.C. converters stations.
2. Prepares or supervises the preparation of operating reports and summaries, including data on stream flow, runoffs, reservoirs, unit and plant operation, time control, disturbance equipment failure, and other periodic operating progress reports.
3. Prepares work and time schedules.
4. Makes recommendations for assignments and reassignments for training or other purposes.
5. Reviews switching plans and operations.
6. Verifies equipment's status that is out of service or out on a clearance.
7. Inspects switch yards.
8. Checks all operations of stations service auxiliaries, turbines, and main generator units to insure the correct performance of detailed operations by subordinates.
9. Prepares recommendations for necessary changes in operation and reports equipment that needs repair.
10. Consults with engineers concerning operating needs.
11. Checks the conditions of spare parts, operating supplies, and related material and safety equipment.
12. Prepares or approves requisitions for necessary items.
13. Supervises the operation, inspection, cleaning, and maintenance of a complete plant and outside buildings, which may include a camp.
14. Monitors the inspection and operation of penstocks, the regulation of reservoir outflow, the adjustment of flow indicators, and the care of meters and valves outside of a power generating plant.

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15. Inspects the equipment of converter, switching, receiving and distributing stations.
16. Schedules relief for operators.
17. Prepares and revises or makes recommendations concerning the preparation and revision of operating drawings, diagrams, and schedules.
18. Originates requests for additions and betterments to stations.
19. Prepares instruction bulletins.
20. Relieves other supervisors of converter, switching, receiving and distributing or generating systems.
21. Approves corrections to drawings and diagrams of the station equipment and circuits and keeps them up to date.
22. Plans, supervises, prepares, and conducts theoretical and practical training courses for operators.
23. Plans, supervises, prepares, schedules, and conducts training for all operating personnel on safe work procedures, hazardous material handling, and related activities.
24. Assumes all or part of the duties of subordinates as necessary.
25. Participates in the preparation of operating and maintenance training manuals.
26. Conducts and/or participates in operator error investigations.
27. Accountable for material management.