

## **POSITION DESCRIPTION**

**JOB TITLE:** Electric Production Oiler

**GENERAL PURPOSE:**

Provides a variety of unskilled or semi-skilled routine maintenance work and assists in starting and operating large stationary engines and generators.

**SUPERVISION RECEIVED:**

Works under the immediate supervision of Power Plant Operator.

**SUPERVISION EXERCISED:**

None generally.

**ESSENTIAL DUTIES:**

Assists Operator in starting and operating stationary engines and generators.

Perform routine maintenance and service on engines, pumps, generator, lube and fuel oil filters, jacket and raw water tanks and cooling towers.

Monitors temperatures, pressures and other gauges on engines during operation.

Assists in plant maintenance and engine overhauls as required.

Performs a variety of janitorial duties on upper and lower floors within the Electric Production Plant.

Assists in maintaining a variety of records relating to operating data and maintenance activities.

Performs related work as assigned.

**PERIPHERAL DUTIES:**

Serves as a member of various employee committees. Assists other public work employees in the overall maintenance of the City.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience

- a) Graduation from High School or GED equivalent.
- b) Some experience with stationary operating machinery or equivalent or
- c) Any combination of education, experience and training which demonstrates the knowledge and experience to perform work.

Necessary Knowledge, Skills and Abilities:

- a) Some knowledge of stationary engines and generators and the equipment, materials and supplies used in the general maintenance of stationary engines and generators.

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- b) General knowledge of location and methods for checking auxiliary equipment at the Power Plant.
- c) Working knowledge of the occupational hazards and necessary safety precautions in the safe conduct of job duties.
- d) Ability to prepare, organize and maintain inspection data and reports; Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to frequently climb steps or ladders. Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships; Ability to handle stressful situations and effectively deal with difficult or angry people.
- e) Must possess valid Oklahoma Drivers License and have a sufficient driving record for City's insurance carrier.

**TOOLS AND EQUIPMENT USED:**

Computer, machine lathe, large wrenches, mops, brooms, lawnmower, chain saw, weed eater, sprayer, and miscellaneous hand tools.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms and climb steps or ladders. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects; tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is shift work and may require unscheduled overtime. Employee may be required to be "on call" one week per month. Employee may be assigned to a fixed or rotating shift. Shift assignment may be changed from time to time.

Work is performed indoors and outdoors in all weather conditions and during all seasons. Some work is performed in confined areas, on slick and wet surfaces.

While performing the duties of this job, the employee works near moving mechanical parts. The employee is

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occasionally exposed to risk of electrical shock. The employee is frequently exposed to vibrations, noise, dust, offensive smells, oil, chemicals, dirt and water.

**NOTE:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.