

MARSHALL MUNICIPAL UTILITIES

ELECTRIC PRODUCTION DEPARTMENT

JOB DESCRIPTION

Revised 08/26

TITLE: Dispatch Operator

CLASSIFICATION: Nonexempt

PAY RANGE: 12

JOB LOCATION: 211 N. Benton, Marshall, MO

NORMAL WORK SCHEDULE: Normally scheduled for 40 hours per week. Days and shift hours determined by operating schedule and may rotate or swing. Will be required to work all shifts, and days off may vary based on current shift assignment. Includes after-hours and weekend duty as may be scheduled during emergencies, storms, outages or periods of equipment failure, and as necessary to accomplish priority work.

BASIC DESCRIPTION OF WORK: Performs skilled work in electrical utility dispatching, the operation of an electric generating power plant, and a recycling facility. This includes internal combustion engines, combustion turbines and all related equipment.

This job requires the following education and/or experience:

- High School graduate or equivalent
- Satisfactory progression in the General Maintenance program at MMU, or five years of related experience in maintenance and repair of mechanical equipment.
- Personal computer experience

This job requires the following,

- (1) at the time of hire:
 - a. Valid Missouri Class F Driver's License
 - b. Telephone (landline at residence or cellular)
- (2) obtained on the job:
 - a. OJT

PRIMARY DUTIES OF JOB: Performs operational duties involving the methods and procedures necessary to regulate generator loads, coordinate purchased power and control engines within the electric generating plant. Participates in the operation of turbines, generators, and related power plant equipment. Monitors and logs readings of equipment, facilities, instruments, meters, etc to assure various generation, production, and distribution systems are operating normally. Monitors and controls electric substations, power flows, voltages, water wells, water pressure in mains, and sewer collection facilities with SCADA equipment. Responds to various system alarms and equipment malfunctions. Receives and responds to customer inquiries and service complaints. Answers telephone calls on shifts where customer service personnel are off duty. Dispatches on-call service personnel to respond to equipment problems, malfunctions, etc and/or to restore service to customers or to investigate customer complaints. Must be capable of operating fork lift, baler, and other equipment necessary for the operation of the utilities' recycling facility.

SECONDARY DUTIES OF JOB: Does overhaul and assembly work on pumps, engines, valves and mechanical assemblies found within an electric generating plant. Provides certain manual assistance in various areas of plant maintenance. Shovels, sweeps and cleans up assigned areas. Performs some groundskeeping and snow removal duties, etc. Does paint preparation and painting as assigned. May perform welding, fabricating, plumbing, electrical maintenance and other skilled maintenance. Drives to suppliers and repair shops to drop off and pick up parts. May assume other duties as assigned.

To do this job you must be able to:

- Apply basic math skills such as averages, greater than, less than
- Read and understand maps and blueprints
- Read, write and understand material written in English
- Communicate effectively, in English, verbally in person and by telephone/radio
- Wear standard safety equipment including hard hat and eye and ear protection
- Visually read accurately graphs, maps, data from meters/counters, instruments, charts and screens
- Instruct employees in the safe and proper use and care of equipment and tools
- Function with rapport regarding suppliers, engineers, contractors, the general public, employees of MMU and management
- Work safely alone and with others in a compatible manner
- Make responsible, quick, calm decisions that will effect equipment and worker safety.

PHYSICAL DEMANDS:

- 1) Walk, climb and descend ladders and stairs
- 2) Lift moderate weights (30-50 lbs.)
- 3) Squat, kneel, bend, grasp, and reach overhead
- 4) Work in confined spaces and heights

ENVIRONMENTAL CONDITIONS: Work will be both indoors and outdoors. Must be able to work in and withstand adverse weather and unfavorable conditions (hot, cold, muddy, wet, dusty and greasy).

SUPERVISION RECEIVED: Works under the general supervision of the Electric Production Director and under the direct supervision of the Assistant Electric Production Director or others as assigned.

SUPERVISION GIVEN: None under most conditions. May assist in or be responsible for the training of personnel in apprentice position as assigned by the Electric Production Director.