

MID-MAINE WASTE ACTION CORPORATION

Job Title: Shift Supervisor	Section: Operations
Reports To: Plant Manager & Operations Maintenance Manager	Revision Date: March 8, 2013

FUNCTION

Plan, supervise, direct, coordinate, monitor and operate all Waste-to-Energy Facility operations in a safe and efficient manner. Coordinate and direct shift personnel assigned to the processing of waste and power generation. Also, he/she will authorize the removal of equipment from service for maintenance and implement and oversee the plant's safety tag-out procedures, as needed.

DESCRIPTION

Duties include, but are not limited to:

1. Directs personnel, assists and performs any and all functions as necessary to ensure that plant equipment is properly and safely operated. Determines priorities and assigns work, evaluates subordinates.
2. Performs the necessary actions to operate process systems in accordance with operating procedures, and local, state, and federal regulations, and the Facility's permits.
3. Assumes responsibility for the operations and maintenance of the facility in the absence of the Plant Manager and the Operations & Maintenance Manager. Administers discipline as needed.
4. Directs personnel starting and stopping equipment while bringing systems on or off line.
5. Generates work orders as required.
6. Directs electrical switching.
7. Perform chemical and water analyses to meet plant specs.
8. Assists in reviewing and commenting on plans and manuals and implements equipment procedures and safety procedures.
9. Reviews past and present operating data and trends to observe and inform others regarding changes in unit performance, identify abnormal conditions, and bring to light abnormalities.

10. Suggests adjustments to equipment or changes in operation which would improve operation. Reviews and comments operations and safety documents.
11. Coordinates equipment's performance testing.
12. Oversees the safe tagging of equipment and systems through the procedures provided.
13. Operates the refuse pit bridge cranes as needed.
14. Operates the facility's rolling stock, including fork truck, skid steer, pickup truck, and roll off truck, or rental equipment as needed.
15. Provides on-the-job training for personnel.
16. Ensures that the waste pit management system is implemented and maintained.
17. Maintains periodic logs of necessary inventory items including boiler chemicals, lime and carbon.
18. Maintains a daily control room operating log of activities. Prepares reports and maintains records covering plant operation.
19. Coordinates operation and maintenance activities.
20. Supervise outside contractors as necessary.
21. Schedules shift coverage for absences and calls in maintenance personnel when needed.
22. Assume general responsibility for plant site, security, cleanliness and housekeeping during the shift.
23. Performs maintenance or other duties as needed to ensure safe and efficient operation.

REQUIREMENTS

1. Speak, read, write and understand English.
2. Possess a valid Class "C" Maine vehicle license. Operates the facility's rolling stock in a safe and efficient manner.
3. Ability to take, follow, and give clear oral and written instructions.
4. Must be able to frequently climb ladders; enter confined spaces; climb to and work from elevated platforms, ladders and walkways at elevations of 75 feet and more; crawl through confined areas; work from man lifts; moderate to heavy lifting required. Ability to

work outdoors in adverse weather conditions; climb vertical access ladders and stairwells; work in the plant in hot conditions; must be able to wear a respirator and use other personal protective equipment and other safety equipment as required.

5. Possess a complete knowledge of power plant equipment and systems and have attained and maintain a State of Maine 1st Class Stationary Steam Engineers License.
6. Attain a QRO Provisional Certification within 3 months of hire in this position. Achieve and maintain Full QRO Certification when scheduled by the employer, and as early as 6 months from the date of hire in this position.
7. Possess a general knowledge of first aid methods and procedures.
8. Possess required knowledge of Corporation policies and procedures and enforce these procedures.
9. Ability to effectively communicate with the public and staff. Communicate in person or by 2-way radio in a clear and expeditious manner.
10. Must be able to stay focused, respond calmly, think clearly, multitask, act efficiently, safely and direct plant personnel in emergency situations while performing the vital functions of a Shift Supervisor.
11. Requires interpersonal skills. Should be able to interact, motivate and be generally interested in the staff and have a previous record of successful team involvement.
12. A college degree with a BS in an appropriate field of study is preferred and 5 years of experience in power generation or industrial power plant operation is desirable. An AS degree in an appropriate field of study and 7 years of experience in power generation or industrial power plant operation may be considered. A high school diploma and 10 years experience in power generation or industrial power plant operation may be considered.
13. Must possess good math skills.
14. Ability to demonstrate knowledge and skills commensurate with experience.
15. Rotating shift work.