



**Power Plant Manager
McGrath Light & Power Operations**

Location: McGrath, AK

Reports To: Chief Executive Officer

Position Summary:

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Manage and operate the local Public Electrical Utility in the village of McGrath, AK, overseeing all aspects of MTNT Energy, LLC dba McGrath Light and Power, Inc. Supervise employees, manage MTNT rental properties, and coordinate cooperative agreements with ADF&G Pitka Fork and DNR Hazard Fuels Mitigation. Perform lineman duties, including the installation, maintenance, and repair of overhead and underground electrical distribution systems. Provide technical and hands-on expertise to support power plant operators in maintaining and operating the power plant, troubleshooting genset issues using OEM software, and ensuring system reliability. Assist with power delivery issues, conduct inspections, and respond to outages to maintain efficient power distribution across the system.

Education and Experience:

- Bachelor's degree preferred but not required
- Graduation from a Technical school is desired to include generators, diesel engines, power generation, electric power distribution, relay or substation technology, etc.
- Experience with regulations of operating a Public Utility in the State of Alaska
- Experience with diesel generated power and maintenance
- Experience with Electrical Utility Power Distribution System Operations and Maintenance
- Supervisory, financial management and budgeting experience for Public Utilities and the associated regulatory agencies

Key Competencies and Abilities:

- Excellent customer service skills, including the ability to interface with all levels of employees, customers, vendors and management
- Excellent verbal and written communication skills, including e-mail, face to face and all types of cellular communication
- Ability to do occasional strenuous work
- General knowledge of worker and environmental safety and protection
- Familiarity with Planning, Regulatory reporting, and Grant writing and monitoring
- Ability to multi-task
- Ability to work in both an office and an outdoor environment during extreme weather conditions
- Attention to detail
- Excellent time management and organization skills

Essential Job Functions:

- Establishes and enforces standard operational procedures and reporting requirements
- Provide monthly, quarterly and annual reports on McGrath Light and Power Co. to the Chief Executive Officer
- Review safety procedures and implement changes as necessary
- Conduct safety meetings for all employees of McGrath Light & Power
- Responsible for annual fuel orders
- Inventory supplies and track the use of supplies, maintaining accurate inventory and supplies
- Troubleshoot and diagnose genset related issues, including alternators, wiring harnesses, safety devices, shutdown switches and battery systems
- Utilize OEM software to aid in diagnosing genset issues
- Troubleshoot switchgear and transfer switches
- Assist in perform preventative maintenance and minor repairs on gensets and company vehicles
- Performs diagnostics and repairs electrical systems, diesel fuel management systems, fluid analysis, starting and charging systems, VFD's and other electronics
- Conduct genset inspections, failure analysis, diagnostics and engine operating performance tests
- Identify the problem and cause of failure through logical troubleshooting steps, determine corrective action through inspection of failed parts
- Analyze, create and modify policies for Utility work and powerhouse
- Troubleshoot problems with power delivery to customer's home or business
- Ability to determine transformer and service size to new or existing customer locations
- Ability to work at heights
- Knowledge of the NESC (National Electric Safety Code)
- Knowledge and ability to wire, install and work safely with commercial services having CT metering
- Adhere to and support the MTNT Policy Manual
- File all required regulatory reports with the appropriate agencies
- Perform other tasks as requested and assigned by management

Daily Job Functions (As Required):

- Responsible for the daily operation of the office, powerhouse and distribution operations
- Assuring the maintenance of the power plant and infrastructure of McGrath Light and Power Co.
- Supervision of the employees of McGrath Light and Power Co., Inc which includes, assigning, scheduling, safety evaluations and training.
- Regularly scheduled testing of safety gear and replacement if needed
- Planning and development of economic power production and utilization in McGrath
- Trouble shoot powerhouse, service drops and primary line problems, repair as needed
- Maintain accurate records of transformers installed in the field and disposal records
- Responsibility for McGrath Light and Power Co. vehicles safe operation and maintenance
- Code and approve invoices for payment
- Perform other tasks as requested and assigned by management

Weekly Job Functions:

- Conduct safety and staff meeting with all employees
- Review timecards, sign and submit (bi-weekly)
- Review maintenance activities for power plant and distribution system
- Perform other tasks as requested and assigned by management

Monthly Job Functions:

- Review all fuel system and delivery process for accuracy and safety
- Oversee all meter readings and billing process for electrical service
- Review safety procedures and implement changes as necessary
- Inspection of fuel facilities, complete required documentation
- Prepare utility system reports and submit to AEA
- Perform other tasks as requested and assigned by management

Quarterly Job Functions:

- Present Variables to Annual Budget
- Present Operation Report to MTNT, Ltd Board of Directors
- Review progress of all employees P.D.P.(Personal Development Program) progress
- Prepare and file quarterly reports with the RCA
- Perform other tasks as requested and assigned by management

Yearly Job Functions:

- Develop and maintain the Power Plant Annual and Capital budget
- Present annual review and recommend upgrades to plant and utility system
- Review all employees and develop P.D.Ps or improvement plans
- Supervise annual inventory and create list
- Prepare & Negotiate annual fuel purchase agreements
- File all required regulatory reports with the appropriate agencies
- Perform other tasks as requested and assigned by management

Employee

Date

Manager

Date
