	LONGVIEW POWER PLANT POLICY AND PROCEDURES MANUAL		
	Title: Shift Supervisor		
Procedure Number: L 1- ADM - 1JD - SSR - R	Rev. Number: 0	Rev. Date: 4-17-2009	Page Number: 1 of 4

Job Summary (Why does job exist?)


Coordinates, directs, performs all operational check-outs of plant equipment, and systems. Carries out supervisory responsibilities in accordance with Longview Power's organization's policies and applicable laws. In the absence of Plant Management the Shift Supervisor is the senior most representative of the facility. Supervises and insures safety and environmental procedures are adhered to. This position will be responsible for direct supervision of Control Room Operators, Operations Technicians, Scrubber Technicians, and other shift employees during shift operations. The position will be supporting the Longview Power plant Start-Up / Commissioning, and operations readiness of one 700 MW super Critical Coal Fired Generating Station, including but not limited to fuel systems, ash handling, scrubber system, steam turbine generator, auxiliary equipment, and other environmental controls.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervising and Providing on-the-job training and direction to shift operations.
- Develop plant specific production Operating Procedures.
- Supervise/Manage and direct the overall plant production.
- Responsible for day- to-day operation of the coal fired power plant to ensure the safe, cost effective, efficient and environmentally sound production of bulk electrical energy.
- Perform troubleshooting and documentation, and assist in the resolution of problems.
- Monitor and ensure compliance of all safety & environmental policies and procedures with all employees including contractor personnel.
- Full operational knowledge of plant Distributive control systems.
- Capable of assisting or filling in for Control Room Operator / or Technicians.
- Represents Longview Power's best interest at all times.
- Assign Cleaning areas for shifts and/or personnel.
- Assesses the capabilities of the operation staff and resolves deficiencies.

Job Requirements (Education, Experience, Knowledge, Skills)

- 12 years formal education (High School Graduate) or equivalent
- Five to Ten years prior Power / Process plant experience in a supervisory role, preferably with coal or other solid fuels.
- Knowledge in Balance of Plant systems start-up, normal operation, emergency, and shutdown of plant.
- Thorough knowledge of equipment isolation and tagging procedures.
- Experience responding to plant abnormal situations, alarms, and emergencies.
- Thorough knowledge of the location, purpose and proper use of the plant safety equipment.
- Experience aligning, switching, isolating, and paralleling electrical equipment and systems

	<h2>Job Description</h2>	
L 1- ADM - 1JD - SSR - R	<h3>Shift Supervisor</h3>	Page 2 of 4

SUPERVISORY RESPONSIBILITIES

Does this job have supervisory responsibilities? Yes

Leadership:

Supervises/manages/directs the selection, training, development, appraisal and work assignments of personnel.

Are there non-supervisory employees who report directly to this job? Yes

How many non-supervisory employees are supervised by this job? <20

Are there subordinate supervisors reporting to this job? No

OTHER DUTIES AND RESPONSIBILITIES

- Comply with all Safety & Environmental policies, practices and procedures.
- Participate in proactive team efforts to achieve departmental and company goals.
- Provide leadership to others through example and sharing of knowledge/skill.
- Perform other duties as assigned.

EDUCATION and EXPERIENCE


Level of education and experience needed to successfully accomplish the essential duties of this job.

Bachelor's degree (B. A.) from four-year college or university; or Five to Ten plus years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Level of language (ability to read, write, and speak English) needed to successfully accomplish the essential duties of this job.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

	<h2>Job Description</h2>	
L 1- ADM - 1JD - SSR - R	<h3>Shift Supervisor</h3>	Page 3 of 4

MATHEMATICAL SKILLS

Level of mathematical skills and abilities needed to successfully accomplish the essential duties of this job.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Level of reasoning skills and abilities needed to successfully accomplish the essential duties of this job.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER OPERATIONS

Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

PLANNING/ORGANIZATION

Handles multiple projects simultaneously.

CERTIFICATES, LICENSES, REGISTRATIONS

Licenses, certificates, or registrations that are required to perform the essential duties of this job.

Valid Drivers License

PHYSICAL/ENVIRONMENTAL DEMANDS

How much on-the-job time is spent in the following physical activities?

	<u>Rare</u>	<u>Occasional</u>	<u>Frequent</u>
Standing	—	—	<u>X</u>
Walking	—	—	<u>X</u>
Sitting	—	—	<u>X</u>
Using hands to finger, handle, or feel	—	—	<u>X</u>
Reaching with hands & arms	—	—	<u>X</u>



Job Description

L 1- ADM - 1JD - SSR - R

Shift Supervisor

Page 4 of 4

	<u>Rare</u>	<u>Occasional</u>	<u>Frequent</u>
Climbing or balancing	___	___	<u>X</u>
Stooping, kneeling, crouching, or crawling	___	<u>X</u>	___
Talking or hearing	___	___	<u>X</u>
Tasting or smelling	___	<u>X</u>	___
Other: Driving	___	<u>X</u>	___
Other: Respirator use	___	<u>X</u>	___

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

Up to 10 lb	___	___	<u>X</u>
Up to 25 lbs	___	___	<u>X</u>
Up to 50 lbs	___	<u>X</u>	___

WORKING CONDITIONS

Well-lighted, heated and/or air-conditioned indoor office/shop environment with adequate ventilation.

Outdoors and indoor shop environment with adequate ventilation.

Wet or humid conditions (non-weather)	___	<u>X</u>	___
Work near moving mechanical parts	___	<u>X</u>	___
Work in high precautions places	___	<u>X</u>	___
Fumes or airborne particles	<u>X</u>	___	___
Toxic or caustic chemicals	<u>X</u>	___	___
Outdoor weather conditions	___	<u>X</u>	___
Extreme cold (non-weather)	<u>X</u>	___	___
Extreme heat (non-weather)	<u>X</u>	___	___
Risk of electrical shock	<u>X</u>	___	___
Vibration	___	<u>X</u>	___

How much noise is typical for the work environment of this job?

Loud noise (examples: metal can manufacturing department, large earth-moving equipment)

TRAVEL

Occasional overnight travel (up to 20%) by land and/or air.