



**Job Title:** Shift Supervisor  
**Reports to:** Operations and Maintenance Manager  
**Location:** Cadillac, Michigan

**Summary:** The Shift Supervisor responsible for supervising and operating the plant in a safe, environmentally sound and efficient manner. In addition, the incumbent will communicate objectives, train, direct and evaluate assigned personnel in accordance with Company policies and government regulations. In the absence of Plant Management, the Shift Supervisor is the senior most representative of the facility.

**Job Description:** With safety as a priority, the Shift Supervisor is expected to become competent to perform the following tasks during his/her prescribed training term:

- Ensure the performance and record keeping of required daily plant operations activities, including equipment readings, inspections and testing;
- Work rotating shift hours, overtime, and irregular hours as needed to support reliable operation of the facility;
- Operate of Distributed Control Systems;
- Monitor systems to ensure proper operations, perform routine equipment safety checks and inspections;
- Take measurements and readings and compare with standards; implement corrective actions within established procedures;
- Perform routine evaluations of boiler, cooling tower, demineralizer, and RO unit water chemistry and make necessary changes to chemical feed systems to ensure continued plant operation;
- Inspect and monitor environmental equipment and make appropriate notifications;
- Identify and correct problems; report problems requiring further action to Maintenance and write Work Requests when needed;
- Maintain accurate and legible plant operating records and logs;
- Respond to alarms in a timely manner; operate firefighting equipment as necessary and within reason;
- Assist Plant Management during shutdown events, such as assisting in the coordination and oversight of the facility work force. Review and maintain compliance with Site Safety Programs such as LOTO, Confined Space Entry, JSA's, Hotwork etc;
- Take an active role in employee development working with Operations & Maintenance Manager;
- Oversee the work of other crafts on assigned shift as necessary;
- Performs other comparable non-operating duties during plant shutdowns;
- Maintain professional competence in the field of power plant operations;
- Maintain a safe work environment through job planning, housekeeping and identification and correction of hazards.

## **Requirements:**

### ***Education***

- High school diploma or equivalent required

### ***Experience***

- Minimum of five (5) years' experience as a Control Room Operator/ Shift Supervisor in a power plant or similar industrial environment.

### ***Work Process Skills***

- While engaged in company business, employees are expected to conduct themselves in a courteous business-like manner, showing respect and consideration for fellow employees and other site personnel, such as contractors and guests;
- Cooperate with your co-workers in a manner that is positive and constructive; accept that there are different opinions and ideas; discuss issues in a professional manner looking for solutions that can be resolved at your level;
- To communicate work related issues along with recommended solutions to your coworkers and/or supervisor in a timely and professional manner;
- Be accepting of changes to your day to day routing as the business needs dictate;
- To be appropriately dressed and ready for work prior to the start of a working shift through to the end of the shift;
- Comply with all Atlantic Power policies and procedures.

### ***Physical Requirements***

- Ability to perform manual tasks including but not limited to operation of hand and power tools;
- Reside within 50 miles of the facility;
- Ability to travel when needed;
- Ability to lift at least 80 lbs.;
- Ability to bend and maneuver in tight, cramped quarters;
- Ability to work in hot, noisy and dark environments;
- Ability to work at heights;
- Ability to work with and wear respiratory protection;
- Ability to reach with hands and arms above shoulder level and at shoulder level;
- ability to walk, stand, stoop, kneel, and bend for prolonged periods of time;
- Able to grip and manually manipulate, often with repetitive motion, items such as, but not limited to, hand tools and machine parts;
- Ability to communicate clearly with plant personnel, including the ability to give and receive instructions over a radio;
- Ability to see clearly; safely and readily identifying the labels, gauges, dials and indicators typically encountered in performing job duties;
- Ability to read, write and understand instructions and procedures in English;
- Ability to work outside of a normal shift rotation during call-outs or planned maintenance outages.