

NINE MILE POINT NUCLEAR STATIONADMINISTRATIVE PROCEDUREPROCEDURE NO. AP-1.3PERSONNEL RESPONSIBILITIES AND AUTHORITYDATE AND INITIALSAPPROVALSSIGNATURESREVISION 0REVISION 1REVISION 2

Station Superintendent

NMPNS Unit 1

T. W. Roman

Station Superintendent

NMPNS Unit 2

R. B. Abbott

General Superintendent

Nuclear Generation

Chairman of S.O.R.C.

T. J. Perkins

Concurrence

Manager, QA

Nuclear

D. R. Palmer

Summary of Pages

Revision 0 (Effective 6/18/85)

PagesDate

1-9

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NIAGARA MOHAWK POWER CORPORATION

THIS PROCEDURE NOT TO BE
 USED AFTER JUNE 1987
 SUBJECT TO PERIODIC REVIEW.

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AP-1.3

PERSONNEL RESPONSIBILITIES AND AUTHORITY

1.0 PURPOSE

This procedure provides a manual of management and non-management positions comprising the staff of the Nine Mile Point Nuclear Station. The organization charts and descriptive material in AP-1.1, AP-1.2, and AP-4 describe the relationships. This document describes the major characteristics of each position and the minimum qualifications required of the incumbent. It is intended to provide an aid toward assuring that each member of the station staff will be informed concerning what is expected of his/her position and the requirements of other positions with which he/she has relationships.

2.0 SCOPE

The position/job descriptions in this manual consist of a compilation of the position/job descriptions produced and maintained by the Niagara Mohawk Employee Relations Department for both management and non-management personnel and supplemental duty/task lists which tabulates the major responsibilities, duties, and tasks expected of each position/job. The supplemental lists shall be considered interpretive and shall neither augment or diminish the scope of the corporate position/job description. Management positions are published as Appendix A. Union represented positions are published as Appendix B.

3.0 MAINTENANCE OF THIS MANUAL

3.1 Production and Supply of Descriptions

It shall be the responsibility of the Supervisor Administrative Services that the position/job descriptions in this manual be maintained up to date as soon as practical but within at least one month of issue or revision by the Employee Relations Department. In the case where approved descriptions may not be available as for newly created or revised positions, the Supervisor Administrative Services should consult with the Technical Superintendent and insert a provisional and temporary description. Supplemental duty/task list shall be submitted to the appropriate Employee Relations Department supervisor for review to assure that these are compatible with the corporate job descriptions.

Supervisors and superintendents shall be responsible for providing the supplemental lists of responsibilities, duties, and tasks for the personnel immediately reporting to them. Department heads reporting directly to the General Superintendent, Nuclear Generation shall provide their own lists in consultation with the General Superintendent. Production of temporary descriptions or supplemental lists shall not constitute a substitute for providing the Position



3.1 Production and Supply of Descriptions (Cont'd)

Analysis Questionnaire required by the Employee Relations Department. Supplemental lists and descriptions shall be maintained current and, following review by responsible supervision and Employee Relations, shall be delivered to the Supervisor Administrative Services within one month of any addition or change.

3.2 Organization Charts and Position Relationships

The Supervisor Administrative Services in consultation with the Superintendent Technical Services shall be responsible that the organization charts in AP-1.1 and AP-1.2 are maintained current within at least one month of any change. These charts shall show relationships between positions/jobs but need not contain the numbers of personnel assigned to each position/job. They shall be formatted so that, when published, all titles and relationship lines will be clearly legible.

The relationship descriptions in AP-1.1, AP-1.2, and AP-4.0 are intended to provide an overview of the site organizational structure and functions of personnel. When substantial changes are made in these relationships or in the responsibilities of personnel, the Technical Superintendent shall be responsible that the text of these procedures is revised to reflect the current status. These revisions shall be published within one month of the effective date of the change.

3.3 Structure of the Position/Job Description Appendices

Each position/job appendix to this procedure shall be prefaced by a listing of all authorized or projected positions in the applicable category. The lists shall be followed by the job descriptions and associated supplemental lists arranged in the same order as the job lists. It is desirable but not required that the monthly management lists contain the names of the incumbent personnel. All personnel and position lists shall be dated.

4.0 APPLICATION AND DISTRIBUTION OF THIS PROCEDURE AP-1.3

It is intended that this procedure be used by the Nine Mile Point Training Department and by Superintendents and Supervisors as an outline to the required training and retraining of personnel. It is not a substitute for training procedures or syllabi of training requirements but should nonetheless properly encompass those requirements

Controlled copies of AP-1.3 with appendices should be furnished to all superintendents and supervisors reporting to the General Superintendent, Nuclear Generation and to all management personnel reporting directly to them and to such other persons as shall be designated by the General Superintendent or Station Superintendents.



4.0

APPLICATION AND DISTRIBUTION OF THIS PROCEDURE AP-1.3 (Cont'd)

It should not be required that copies of AP-3.1 with appendices be distributed with all controlled copies of the Administrative Procedures. Compiled copies of Administrative Procedures shall contain only the text of AP-1.3 without appendices.

The Appendices to this procedure should be issued and complete within one month of the initial issue or of any revision to this procedure.



AP-1.3 APPENDIX AINDEX TOMANAGEMENT JOB DESCRIPTIONS FOR NINE MILE POINT

<u>Title</u>	<u>Number</u>
General Superintendent - Nuclear Generation	52100
Secretary	52101
<u>Station (Unit) Operations</u>	
Station Superintendent - Nuclear Generation	52500
Supervisor Operations - Nuclear	52510
Assistant Supervisor Operations - Nuclear	52511
Station Shift Supervisor - Nuclear	51512
Assistant Station Shift Supv. (SRO,STA)- Nuclear	52513
Assistant Station Shift Supv. (STA) - Nuclear	52514
Supervisor Radwaste Operations	52520
Assistant Supervisor Radwaste Operations	52521
Assistant to Supervisor Operations - Nuclear	53530
Assistant Generation Engineer (Station Operations)	52154
<u>Maintenance</u>	
Site Superintendent Maintenance - Nuclear	52200
Superintendent Electrical Maintenance - Nuclear	52210
Supervisor Electrical Maintenance - Nuclear	52211
Assistant Supervisor Electrical Maintenance - Nuclear	52231
Generation Engineer - Nuclear (Electrical)	52151 to 52156
Superintendent Mechanical Maintenance - Nuclear	52220
Supervisor Mechanical Maintenance - Nuclear	52221
Assistant Supervisor Mechanical Maintenance	52230
Generation Engineer - Nuclear (Mechanical)	52151 to 52156
<u>Training Department</u>	
Superintendent Training - Nuclear	52400
Assistant Superintendent Training - Nuclear	52401
Supervisor Training - Nuclear	52401
General Specialist - Nuclear (Training)	52141 to 52146



AP-1.3 APPENDIX A

INDEX TO
MANAGEMENT JOB DESCRIPTIONS FOR NINE MILE POINT

<u>Title</u>	<u>Number</u>
<u>Chemistry and Radiation Management</u>	
Superintendent Chemistry and Radiation Management	52300
Supervisor Chemistry and Radiation Protection	52320
Unit Supervisor Chemistry	52322
Generation Specialist - Nuclear (Chemistry)	52141
Unit Supervisor Radiation Protection	52321
Generation Specialist - Nuclear (Radiation Protection)	52141 to 52146
Supervisor Instrument Support (Chemistry and Radiation Protection)	52323
Generation Specialist - Nuclear (Instrument Support)	52141 to 52146
Generation Specialist - Nuclear (Environmental Protection Coordinator)	52141
Generation Specialist - Nuclear (Assistant Environmental Protection Coordinator)	52141 to 52146
Supervisor Radiological Support	52330
Generation Specialist - Nuclear (Emergency Plan Coordinator)	52141 to 52146
Generation Specialist - Nuclear (Assistant Emergency Plan Coordinator)	52141 to 52146
Generation Specialist - Nuclear (Dosimetry Coordinator)	52141 to 52146
Generation Specialist - Nuclear (Assistant Dosimetry Coordinator)	52141 to 52146
Generation Specialist - Nuclear (Respiratory Protection Coordinator)	52141 to 52146



AP-1.3 APPENDIX A

INDEX TO
MANAGEMENT JOB DESCRIPTIONS FOR NINE MILE POINT

<u>Title</u>	<u>Number</u>
<u>Chemistry and Radiation Management</u> (Cont'd)	
Generation Specialist - Nuclear (Radiological Engineer)	52141 to 52146
Generation Specialist - Nuclear (ALARA Coordinator)	52141 to 52146
Generation Specialist - Nuclear (ALARA)	52141 to 52146
<u>Technical Department</u>	
Technical Superintendent - Nuclear Generation	52600
Superintendent Technical Services - Nuclear	52700
Supervisor Instrument and Control - Nuclear	52730
Unit Supervisor Instrument and Control - Nuclear	52731
Assistant Unit Supervisor Instrument and Control	52733
Supervisor Technical Support	52770
Assistant Supervisor Technical Support	52771
Generation Engineer - Nuclear (Technical Support)	52151 to 52156
Supervisor Reactor Analysis	52710
Unit Supervisor Reactor Analysis	52711
Generation Engineer - Nuclear (Reactor Analysis)	52151 to 52156
Supervisor Computer Operations and Maintenance - Nuclear	52750
Assistant Supervisor Computer Operations and Maint.	52751
Generation Specialist - Nuclear (Computer Operations and Maintenance)	52141 to 52146
Generation Specialist - Nuclear (Computer Operations)	52141
Planning Coordinator - Nuclear	52605
Assistant Planning Coordinator - Nuclear	52606
Generation Specialist - Nuclear (Scheduling)	52141 to 52146
Supervisor Fire Protection - Nuclear	52601
Assistant Supervisor Fire Protection - Nuclear	52602
Superintendent Inservice Inspection - Nuclear	52900
Unit Supervisor Inservice Inspection - Nuclear	52902
Senior Inspection Specialist - Nuclear	52905
Site Supervisor Administrative Services - Nuclear	52610
Assistant Site Supervisor Administrative Services - Nuclear	52611
Superintendent Records Management	52650
Unit Supervisor Records Management	52655



AP-1.3 APPENDIX B

INDEX TO
UNION REPRESENTED JOBS FOR NINE MILE POINT
With Detailed Task Listings

<u>Title</u>	<u>Number</u>
<u>Operations Department</u>	
Auxiliary Operator B (Station Operations)	0363
Auxiliary Operator B (Radwaste Operations)	0363
Auxiliary Operator C (Radwaste Operations)	0373
Auxiliary Operator D (Radwaste Operations)	0393
Chief Shift Operator	0363
Nuclear Auxiliary Operator C	0383
Nuclear Auxiliary Operator E	0403
Relief Operator E (Stations Opeations)	1163
Relief Operator E (Radwaste Operations)	1163
Relief Operator G (Radwaste Operations)	0383
Relief Opperator K (Stations Operations)	1213
Relief Operator M (Radwaste Operations)	1233
Relief Operator P (Station Operations)	1253
Relief Operator R (Station Operations)	1273
<u>Maintenance Department</u>	
Chief Electrician A - Steam Generating Plant	1341
Chief Laborer A	9011
Chief Mechanic A - Steam Generating Plant	1391
Electrician A - Steam Generating Plant	1311
Electrician B - Steam Generating Plant	1321
Electrician C - Steam Generating Plant	1331
Electrician Helper - Steam Generating Plant	1301
Janitor B	5083
Mechanic A - Steam Generating Plant	1361
Mechanic B - Steam Generating Plant	1371
Mechanic C - Steam Generating Plant	1381
Mechanic Helper - Steam Generating Plant	1351
Utility Mechanic A	9021
Tool Custodian	3241
<u>Chemistry and Radiaion Management Department</u>	
Chief Technician - Chemistry and Radiochemistry	1333
Chief Technician - Radiation Protection	1373
Technician A - Chemistry and Radiochemistry	1303
Technician B - Chemistry and Radiochemistry	1313
Technician C - Chemistry and Radiochemistry	1323
Technician A - Radiation Protection	1343
Technician B - Radiation Protection	1353
Technician C - Radiation Protection	1363



AP-1.3 APPENDIX B

INDEX TO
UNION REPRESENTED JOBS FOR NINE MILE POINT
With Detailed Task Listings

<u>Title</u>	<u>Number</u>
<u>Technical Department</u>	
Chief Nuclear Fire Fighter	0443
Chief Technician - Computer - Nuclear	1453
Chief Technician - Instrument and Control - Nuclear	1413
Chief Technician - Reactor Analyst	1493
Nuclear Fire Fighter A	0413
Nuclear Fire Fighter B	0423
Technician A - Computer - Nuclear	1423
Technician A - Instrument and Control - Nuclear	1383
Technician A - Reactor Analyst	1463
Technician B - Computer - Nuclear	1433
Technician B - Instrument and Control - Nuclear	1393
Technician B - Reactor Analyst	1473
Technician C - Computer - Nuclear	1443
Technician C - Instrument and Control - Nuclear	1403
Technician C - Reactor Analyst	1483
<u>Administrative Services and Records Management</u>	
Office Messenger	9219
Plant Operating Clerk A	0102
(General/Technician Office)	
(Maintenance and I & C Office)	
(Radiation Records)	
(Records Management)	
(Scheduling)	
(Training)	
(Unit Office)	
Plant Operating Clerk B	0112
(General/Technical Office)	
(Maintenance and I & C Office)	
(Radiation Records)	
(Records Management)	
(Scheduling)	
(Training Office)	
(Unit Office)	
Plant Operating Clerk C	0132
(General/Technical Office)	
(Maintenance and I & C Office)	
(Radiation Records)	
(Records Management)	
(Scheduling)	
(Training Office)	
(Unit Office)	



AP-1.3 APPENDIX B

INDEX TO
UNION REPRESENTED JOBS FOR NINE MILE POINT
With Detailed Task Listings

<u>Title</u>	<u>Number</u>
<u>Administrative Services and Records Management (Cont'd)</u>	
Plant Operating Clerk D	0152
(General/Technical Office)	
(Maintenance and I & C Office)	
(Radiation Records)	
(Records Management)	
(Scheduling)	
(Training Office)	
(Unit Office)	
Stenographer Clerk	9632
Telephone Operator PBX	9854
Typist Clerk	9612

