

HEATING PLANT OPERATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This level position was established to provide training and experience to those who would not otherwise qualify for operating positions in the County's high and low-pressure, heating plants. Trainees receive on-the-job training, in the operation of either a high pressure or a low-pressure heating plant while performing duties of a limited technical/mechanical nature while under supervision. As the employee's skill and knowledge increase, the employee receives less direction until at the full performance level. Trainee appointments are for a period of one year, during which time, employees are required to satisfactorily complete the training and experience requirements necessary to qualify for Heating Plant Operator I (HP) or Heating Plant Operator I (LP). Incumbents receiving satisfactory ratings will be advanced to the appropriate title without further examination. Trainees who do not receive satisfactory evaluations will be returned to their previous employment status. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in starting and maintaining the operation of low and/or high pressure boilers and related boiler room equipment supplying steam, heat, hot water and air-conditioning such as fans, pumps, and such auxiliary equipment as turbine driven induced and forced draft fans, both turbine and electrically driven pumps, oil heaters, heat exchangers, compressors, refrigeration, systems, etc.;

Participates in taking instrument readings and in keeping the operational log;

Lubricates all moving parts of heating plant machinery;

Cleans boilers and related equipment;

Participates in the performance of scheduled repairs in the preventative maintenance program;

Participates in the operation and maintenance of air-conditioning equipment, refrigeration equipment and cooling towers, as directed;

Maintains, repairs and cleans pipes and ducts, filters and dampers, etc.;

May participate in the performance of building maintenance and site utility maintenance work;

Performs miscellaneous maintenance and repair work throughout the plant complex;

Performs routine and emergency repairs and maintenance, both scheduled and in response to emergency situations, as required.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to repair and maintain standard heating plant equipment (i.e. low pressure boilers, ducts, filters, turbines, compressors, fans, pumps) and air-conditioning equipment; ability to operate and maintain mechanical equipment; ability to follow oral and written instructions; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; dependability; good judgment; reliability; physical strength; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and two years of experience in the operation, maintenance or repair of mechanical equipment (i.e. steamfitter, plumber's apprentice, electrician's apprentice, automotive mechanic, etc.).

SUBSTITUTION: 30 credit hours of college* education or in a post-secondary course of study in HVAC or a closely related field which included a course in boiler room, heating plant or air-conditioning/refrigeration operation, maintenance and repair may be substituted for the general experience list above.

SPECIAL REQUIREMENT: Depending on work assignment must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.