

SUPERVISING PLANT OPERATOR (HVAC-HP)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for supervising the operation and maintenance of a high pressure (in excess of 15 pounds psi) heating plant and air conditioning system, attendant equipment and the machine shop which services the plant. Work results from standing orders and/or written instructions, occasionally given in the form of sketches, drawings and work orders. An incumbent ensures the proper operation and maintenance of all equipment, and uses independent judgment in fulfilling the duties, especially in emergencies. Supervision is exercised over a number of operators, mechanics and laborers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the operation and maintenance of a high pressure heating plant, supplying heat, steam, hot water, and the operation and maintenance of an air conditioning plant and auxiliary equipment to ensure efficient, effective operation;

Ensures proper functioning of all equipment by constant surveillance and in supervising subordinate work;

Supervises Plant operators, mechanics and laborers by delegating and assigning work, evaluating performance, and by ensuring adhered to all safety procedures and protocols;

Supervises and performs sampling and testing of water to ensure it meets standards and maintains appropriate logs;

Serves as technical expert in the operation, maintenance and repair of plants consisting of hot water boilers, refrigeration and air conditioning equipment, generators, motors, pumps, compressors and related equipment;

Ensures the operation of equipment is in accordance with state and local laws and codes;

Supervises and maintains records of time and production, fuel and electric consumption, temperature, pressure, etc.;

Advises supervisors of the need for new equipment, major repairs, etc.;

Prepares and submits budget requests covering operation of assigned heating and air-conditioning facilities;

Trains, instructs and supervises the training of plant employees;

Maintains time and attendance records of employees, prepares work schedules and assigns work;

Enforces safety regulations;

Routinely inspects work to ensure assignment work is in accordance with trade standards;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Ensures the clean, orderly and safe condition of work areas;

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

FULL PERFORMANCE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the methods, principles and practices of the operation and maintenance of heating plants and their auxiliary equipment; thorough knowledge of the methods, principles and practices of refrigeration systems; thorough knowledge of the safety precautions of the trade; good knowledge of applicable state, county and local operating codes; familiarity with the fundamentals of combustion as they relate to heating plants; familiarity with mathematics relating to heating plant and air conditioning systems; ability to analyze and resolve problems; ability to diagnose mechanical problems; ability to read and interpret technical matter and diagrams relating to heating plants and air conditioning systems; ability to lay out, plan and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; initiative; resourcefulness; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and six years of work experience where the primary function of the position was in the operation and maintenance of a high pressure heating plant and air conditioning system, two years of which must have been in a supervisory capacity.

SUBSTITUTIONS:

1. Satisfactory completion of an Associates Degree* in a related trade field, which must have included courses in boiler room, heating plant and air conditioning system operation, maintenance and repair, may be substituted for two years of experience.
2. Satisfactory completion of a two-year post-secondary program at an accredited trade or technical school in the mechanical trades may be substituted for two years of experience.

There is no substitution for the supervisory experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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.

West. Co.
J. C.: Competitive
DRC3

Job Class Code: C2662
Job Group: X