

## SUPERVISING PLANT OPERATOR (HVAC-LP)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent supervises and is responsible for the operation and maintenance of low pressure (up to 15 pounds psi) heating plants and air conditioning systems, including associated distribution, instrumentation, and regulatory systems. Work results from standing orders and/or written instructions, occasionally given in the form of sketches, drawings and work orders. An incumbent insures the proper operation and maintenance of all equipment. An incumbent uses independent judgment in fulfilling the duties, especially in emergency situations. 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 low pressure heating plants, supplying heat, steam, hot water, and the operation and maintenance of air conditioning plant and auxiliary equipment to ensure efficient, effective operation;

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

Performs as technical expert in the operation, maintenance and repair of plants consisting of steam boilers, pressure vessels, internal combustion engines, turbines, refrigeration and air-conditioning equipment, generators, motors, pumps, compressors and related equipment;

Insures operation of equipment 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.;

Trains, instructs and supervises the training of assigned employees;

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

Enforces safety regulations;

Routinely inspects work to ensure that it is performed in accordance with trade standards;

Insures that work areas are kept in a clean, orderly and safe condition;

Supervises and performs the installation, maintenance and repair of instrumentation equipment used to monitor and control facility operations;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Supervises and adjusts, calibrates and maintains automatic, electronic, pneumatic and mechanical control instruments to assure operation at specified rates;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the methods, principles and practices of the operation and maintenance of heating plants, their instrumentation controls and 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 effectively use computer applications such as spreadsheets, word-processing, calendar, e-mail and database software; 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; good judgment; initiative; resourcefulness; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) eight years of experience where the primary function of the position was in the operation and maintenance of a low pressure heating plant, and air conditioning system, at least four years of which must have included the operation and repair of related mechanical and electrical equipment and four years of supervisory experience; or (b) completion of a two year post secondary program\* in the mechanical trades including courses in boiler room, heating plant and air conditioning system operation, maintenance and repair and six years experience as stated in (a); or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

\*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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.  
J.C.: Competitive  
DBB7

Job Class Code: C2663  
Job Group: X

**Comment:** Revised: 5/6/03  
Created: Board Act: 33-1993  
Date approved other than competitive:  
For departments: