

LEAD CENTRAL PLANT OPERATOR

CLASS SUMMARY

Under direction of the Facilities Manager, is responsible for startup, maintenance and shut down procedures of Central Utility Plant and all associated controls and equipment. Performs skilled work involved in the repair and calibration of all building system controls, (pneumatic/electric/digital), temperature and pressure indicators, automatic valves, damper controls, terminal equipment controllers, pumps, fans, etc. Maintains work records and performs related duties as required. Provide leadership and direction to subordinate employees.

REPRESENTATIVE DUTIES

Lead responsibilities constitute about 40- 50% of the workload. Coordinates, schedules, supervises and inspects the work performed by HVAC employees. Performs maintenance and repair of HVAC equipment in the Central Plant including, but not limited to pumps, chillers, boilers, air compressors, exhaust fans and cooling towers. The Lead Plant Operator is required to review EMS reporting, review critical alarms, run trends to analyze performance and generate a report to the Facilities Manager. Performs daily inspections of all related plant systems and effectively documents and repairs all discrepancies. Oversees all work performed by sub-contractors on the chiller plant and informs Facilities Manager of problems as they are anticipated or develop. Orders preventative maintenance and parts as needed. Uses a variety of hand tools and computers/devices for performing and documenting work.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager/administrator and is responsible for performing journey level work in one of the construction or mechanical trades for 40-50% of the time, in addition to lead responsibilities. Work is often required to be performed independently, and may from time to time have helper assistance. Some work may be performed in small crews on larger projects.

Some work may be assigned that is outside the field of specialization, in related fields, requiring aptitude, willingness and adaptability.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Attainment of journey level skill and status in HVAC. Four years of highly specialized training and experience in a Central Utility Plant, and achievement of operational level skills; and knowledge and abilities essential to the successful performance of the duties as assigned.

LEAD CENTRAL PLANT OPERATOR (continued)

Knowledge and Abilities

Journey level knowledge of: the skilled trade for which applying, including construction repair and installation; plans, blueprints and diagrams; tools and equipment; materials, supplies and related items; estimating time and materials for varying jobs and work order; preventive maintenance, methods and procedures; construction safety practices.

General working knowledge of: related building construction or mechanical trades; inter-relation of various school and public building construction and repair; sources of information and training related to new materials, methods and procedures.

Ability to: make working sketches; read blueprints, drawings and specifications; estimate time and materials efficiently; work in a safe manner; follow written and oral instructions; utilize tools of the trade skillfully; diagnose problems; and prepare simple records;

License: a valid California Motor Vehicle Operator's License.

Physical Requirements: regularly perform light and heavy manual work involving lifting and climbing.