

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STATIONARY ENGINEER - ASSISTANT CHIEF

POSITION CODE: 42605
Effective: 5-1-04

DISTINGUISHING FEATURES OF WORK:

Under general direction, plans and directs all phases of the physical plant program of a state institution or, under direction, assists a Stationary Engineer – Chief in the direction of a physical plant program and serves as lead worker of craftsmen and other employees engaged in operating, maintaining and repairing building systems including, but not limited to, the heating, air conditioning, electrical, water, drainage and power systems.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Manages and coordinates all phases of the physical operations at a facility, including the operation, maintenance and repair of the institution's power plant, mechanical system, electrical system, sewage plant, water system, buildings and grounds and the heating, ventilation and air conditioning (HVAC) system.
2. Assists a Stationary Engineer – Chief by directing a portion of the facility physical operations and serving as lead worker over craftsmen and nonskilled employees engaged in operating, maintaining and repairing the institution's power plant, mechanical system, electrical system, sewage plant, water system, buildings and grounds and the heating, ventilation and air conditioning system; performs such leadership functions as: assigns and reviews work, discusses problem areas of complex issues and recommends courses of action, reviews activity reports and provides input into performance reviews.
3. Consults with architects and construction engineers regarding plans and specifications for equipment and repair; reviews bid items; assists in planning and reviewing projects.
4. Reviews work performed by outside contractors including carpenters, electricians, plumbers, painters, HVAC workers, janitorial and custodial services workers, noting quality and conformity to specifications; reads and interprets blueprints.
5. Ensures that equipment runs safely, economically, and within established limits; makes round of powerhouse at regular intervals; reads attached meters, gauges, computerized controls, and other instruments; checks temperatures, pressures, water levels, humidity and airflow; and adjusts equipment.
6. Uses hand and power tools to perform repairs and maintenance ranging from a complete overhaul to replacing defective valves, gaskets, or bearings, lubricating moving parts, replacing filters, and removing soot and corrosion; checks safety devices, identifying and correcting any trouble that develops.
7. Assists chief engineer in determining and planning projects such as major repair or new construction or plans and designs minor construction and maintenance projects.

STATIONARY ENGINEER - ASSISTANT CHIEF (Continued)

8. Prepares or assists in preparation of administrative reports including: maintenance cost reports, requisitions, personnel reports and regular, monthly, semiannual and annual reports.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school.

Requires five years of experience in the operation of a commercial or institutional power plant or as a skilled craftsman in the mechanical or building trades.

May require possession of a valid certificate as a Universal Technician under U.S.E.P.A. Section 608 Rules *.

Knowledges, Skills and Abilities

Requires extensive knowledge of principles, practices and methods used in operating high-pressure coal, gas or oil fired boilers and auxiliaries.

Requires extensive knowledge of steam engineering, electrical generation and distribution.

Requires extensive knowledge of refrigeration and air conditioning equipment.

Requires extensive knowledge of the repair and construction of buildings and equipment.

Requires extensive knowledge of the underlying principles of water and sewage treatment.

Requires extensive knowledge of the various chemicals used in boiler systems and other closed systems.

Requires working knowledge of public health regulations and building codes.

Requires skill in the use of tools and equipment used for maintaining power equipment.

Requires ability to diagnose problems in mechanical, electrical, heating and air conditioning systems.

Requires ability to recognize potentially dangerous situations and to make appropriate emergency responses.

Requires ability to direct the work of employees engaged in the maintenance of mechanical systems.

Requires ability to perform the physical tasks associated with the duties of the class.

Requires ability to express complex ideas clearly in both orally and written form.

Requires ability to prepare and maintain reports.

* The possession of a valid certificate as a Universal Technician under U.S.E.P.A. Section 608 encompasses positions which perform refrigeration/air-conditioning work that has the possibility of release of chlorofluorocarbons into the atmosphere.