ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STATIONARY ENGINEER – CHIEF

POSITION CODE: 42610
Effective: 5-1-04

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs responsible administrative work in planning, organizing, directing, evaluating, managing and directing all phases of a complex program of physical plant operation and maintenance 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; recommends procedures and policies necessary to sustain a successful maintenance program; monitors all maintenance contracts for major electrical and physical plant equipment; implements policies in support of operations; develops and directs the implementation of procedures affecting program responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, organizes, directs and evaluates the operation and maintenance of all mechanical systems in physical plant operation or buildings; reviews program needs, determines necessary program changes; approves the establishment and implementation of operational procedures and workflow; formulates and implements major policies affecting program responsibilities; serves as lead worker to subordinate staff.

2. Serves as lead worker to Stationary Engineer – Assistant Chief, 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 (HVAC) 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. Advises institution administration relative to need and feasibility of major repair, new construction and large equipment purchases; recommends most appropriate, efficient and cost effective means to keep physical plant operations in good working order; formulates and implements operating and maintenance procedures, including preventative maintenance schedules and inventory programs.

4. Directs the overall repair and maintenance program, developing long range plan to ensure that maintenance is implemented according to approved schedule; directs the preparation of maintenance cost reports, requisitions, personnel reports, and other reports on physical plant status and operations to identify and remedy possible problem areas and to monitor operating expenditures and efficiency.

5. Develops methods and techniques to monitor new developments and products in mechanical, steam, chilled water, ventilation, electrical distribution and peripheral equipment; maintains inventory of equipment purchases and newly marketed enhancements or additions.

6. Reviews bid items to justify purchases made on quality rather than low bid. Monitors all maintenance contracts for major electrical and physical plant equipment; confirms that maintenance contractors fulfill contract obligations; assures that contractors are notified in timely fashion of needed repairs of maintenance work.

STATIONARY ENGINEER – CHIEF (Continued)

7. Ensures that equipment runs safely, economically, and within established limits; makes rounds of powerhouse at regular intervals; reads attached meters, gauges, computerized controls, and other instruments; checks temperatures, pressures, water levels, humidity and airflow; adjusts equipment; detects potential mechanical problems by observing and listening to the pitch of the operation of all machinery.

8. Assists in planning institutional budget; recommends expenditures for divisional operation.

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 seven 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 thorough knowledge of the principles, practices and methods used in operating high-pressure coal, gas or oil fired boilers and appurtenances.

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

Requires thorough knowledge of refrigeration and air conditioning apparatus.

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

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

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

Requires extensive 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 forms.

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.