OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL

STATIONARY ENGINEER-ASSISTANT CHIEF Class Code: K8553

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, as the assistant to the Chief Engineer, performs responsible administrative work in planning, organizing and directing the operation and maintenance of mechanical systems including boilers, air conditioning and refrigeration equipment, diesel engines, turbines, generators, pumps, condensers, compressors and other building mechanical equipment; supervises, trains, assigns and directs the work of stationary engineers; prepares administrative reports including maintenance cost reports, requisitions, schedules and personnel reports, making recommendations for feasibility, procedures and/or policies necessary to a successful maintenance program; serves as liaison with building manager with regard to maintenance issues.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans, organizes and directs the operation and maintenance, renovation and repair of a variety of mechanical systems including all types of boiler systems and all other mechanical systems by performing work on boilers and steam systems; heating, ventilating and air conditioning systems; building automation systems; diesel engines, turbines, generators; pumps, piping and compressed gas systems; refrigeration and electrical systems and numerous other physical functions; diagnoses operating difficulties and recommends corrective action; directs scheduled downtime for maintenance procedures.

2. Supervises, trains, assigns and reviews the activities of staff involved in the installation, alteration, repair, maintenance and operation of all mechanical systems in assigned building; determines, establishes and implements operational procedures and workflow, assists in policy development; supervises preventative maintenance programs and monitor log of activities.

3. Prepares administrative reports including maintenance cost reports, making recommendations for feasibility; participates in feasibility studies to apprise management on the need for major repairs, new construction and equipment purchases; serves as liaison with building manager, ensuring that equipment operates safely, economically and within established limits.

4. Prepares monthly reports, schedules and personnel reports, initiate supply and maintenance requisitions, compiles semi-annual and annual reports; review operational reports.

5. Performs other duties as required or assigned within the scope of the class.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of high school and five (5) years of experience in power plant operation and in firing high-pressure stationary boilers. Requires CFC Certification under USFPA Section 608 rules.

Knowledge, Skills and Abilities

Requires thorough knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries.
Requires thorough knowledge of steam engineering, electrical generation and distribution, the repair and construction of buildings and equipment.
Requires extensive knowledge of the operation of electrical generating and refrigeration equipment.
Requires extensive knowledge of the various chemicals used in boiler systems and other closed systems.
Requires working knowledge of public health regulations and municipal and county building codes.
Requires the ability to supervise the work of employees engaged in the maintenance of mechanical systems.
Requires skill in the use of tools and equipment used in maintaining power-generating equipment.
Requires ability to diagnose malfunctions of building mechanical and electrical systems.
Requires the ability to perform the physical functions and tasks associated with the class.
Requires ability to express complex ideas clearly both orally and in written form.
Requires ability to analyze administrative problems and adopt an effective course of action.
Requires ability to exercise judgment and discretion in implementing and interpreting departmental policies and procedures.
Requires ability to estimate for future needs and cost for personnel, space, equipment, supplies and services.
Requires willingness to travel and possession of a valid Illinois driver's license.

Approved: Secretary of State Merit Commission, April 15, 2003

Effective: April 16, 2003