

**OFF ICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**STATIONARY ENGINEER-CHIEF**

**Class Code: K8555**

**DISTINGUISHING FEATURES OF THE CLASS**

Under administrative direction, performs responsible administrative work in planning, organizing, directing and evaluating the operation and maintenance of all mechanical systems in either a physical plant operation or designated buildings, including steam, chilled water, ventilation and electrical distribution systems; directs the overall Repair and Maintenance Program; monitors all maintenance contracts for major electrical and physical plant equipment; through subordinate supervisory staff; implement policies in support of operations; develops and directs the implementation of procedures affecting program responsibilities.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Plans, organizes, directs and evaluates the operation and maintenance of all mechanical systems in either a physical plant operation or designated buildings under the jurisdiction of the Office of the Secretary of State; reviews program needs, determines needed program changes; establishes priorities and adjusts assignments of staff to ensure program performance; approves the establishment and implementation of operational procedures and workflow; formulates and implements major policies affecting program responsibilities.
2. Resolves complex administrative and operational problems, advises management relative to need and feasibility of major repairs, new construction and 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.
3. Directs the overall Repair and Maintenance Program, developing long range plan to ensure that maintenance is implemented according to the approved schedule; directs the preparation of maintenance cost reports, requisitions, personnel reports, and other reports on physical plant status and operations to identify and take corrective action on possible problem areas and to monitor operating expenditures and efficiency.
4. 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 enhancement or additions.
5. 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.
6. Performs other duties as required or assigned within the scope of the class.

## **STATIONARY ENGINEER-CHIEF (Continued)**

### **REQUIREMENTS:**

#### **Education and Experience**

Requires knowledge, skill and mental development equivalent to the completion of high school and three (3) years of supervisory experience in the operation and maintenance of a large commercial, institutional or government facility power plant or seven (7) years of experience as a skilled craftsman in a power plant operation 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 thorough knowledge of the operation of electrical generating and refrigeration equipment.

Requires thorough knowledge of the various chemicals used in boiler systems and other closed 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 develop, install and evaluate new and revised methods and standards.

Requires ability to exercise judgment and discretion in implementing and interpreting departmental policies and procedures.

Requires ability to estimate and budget 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