

1. Position Code

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box
30002
Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Technology, Management & Budget
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Facilities Administration
4. Civil Service Classification of Position Power Plant Operator E9	10. Division Building Operations
5. Working Title of Position (What the agency titles the position) Power Plant Operator	11. Section Secondary Complex & Outstates
6. Name and Classification of Direct Supervisor Jason Isles, Power Plant Supervisor 11	12. Unit Zone 6
7. Name and Classification of Next Higher Level Supervisor Heath Miller, Facilities Supervisor 14	13. Work Location (City and Address)/Hours of Work Energy Center 8:00 – 5:00, Mon – Fri, or some variation

14. General Summary of Function/Purpose of Position

The employee is a shift operator, performing a full range of operator assignments using independent judgment to make decisions requiring the application of procedures and practices to specific work situations. This employee is responsible for maintaining the natural gas turbines, cogeneration, steam generation, boiler plant, and chilled water generation and distribution at the Secondary Complex. This position is also responsible for the distribution and maintenance of the domestic water system at the Secondary Complex. The employee will utilize a wide range of power tools and other equipment appropriate to the work. The employee will provide customer service with courtesy, respect and attention to detail, work cooperatively with staff, and assure all staff are customer service oriented by expressing a positive and helpful outcome to projects and during daily interaction with tenants. This position may require the employee to assist the supervisor in quality oversight, job estimation and monitoring.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time** **20**

Maintenance and repair of boilers, pumps, valves, controls, chillers, etc.

Individual tasks related to the duty.

- Maintain the operation of equipment including natural gas turbines, heat recovery steam generators, reverse osmosis water systems, boilers, pumps, water softeners, water heaters, absorbers, centrifugal chillers, cooling towers and purge pumps.
- Regulate dampers, water level in boilers and fuel supply.
- Check water gauges and steam gauges to see that sufficient steam is generated.
- Regulate the flow of steam through the distribution system.
- Maintain proper temperature of chilled and condensing water.
- Check water samples and add chemicals as required.

Duty 2

General Summary of Duty 2 **% of Time** **20**

Maintenance and repair of water treatment equipment.

Individual tasks related to the duty.

- Repair and service water softeners and chemical feed systems.
- Test water systems, condensate, feed, water, cooling towers, etc., and make proper adjustments based on test results.
- Oil, grease and adjust machinery and equipment and make minor repairs.
- Assist in training lower-level Power Plant Operators and others.
- Maintain inventory lists and requisitions supplies, materials and repair parts.
- Make periodic inspections to see that all equipment and controls are operating properly and are in good condition.

Duty 3

General Summary of Duty 3 **% of Time** **20**

Operation of the steam and chilled water distribution systems.

Individual tasks related to the duty.

- Repair and maintenance of the steam, chilled water and condensate distribution piping throughout the 2 ½ mile long utility tunnel, including expansion joints, pumps, traps, etc.

Duty 4

General Summary of Duty 4 **% of Time** **20**

Distribution of domestic water at the Secondary Complex

Individual tasks related to the duty.

- Maintain fire hydrants, pump stations and the elevated water tank.
- Draw samples for testing at the state lab.

<u>Duty 5</u>			
General Summary of Duty 5		% of Time	5
Utilizes the computerized maintenance management system (CMMS).			
Individual tasks related to the duty.			
<ul style="list-style-type: none"> • Checks work orders daily utilizing the CMMS. • Closes out work orders utilizing the CMMS. • Enters critical data into CMMS in an accurate and concise manner. • Assists lower-level and peer group trades in the use of the CMMS. • Enters data into CMMS for follow-up work orders. 			
<u>Duty 6</u>			
General Summary of Duty 6		% of Time	5
Participates in construction partnering.			
Individual tasks related to the duty.			
<ul style="list-style-type: none"> • Attends meetings for and participates in projects related to Maintenance Mechanic work. • Participation includes providing input at the design stage and plan review. • Participates and takes ownership in the total project through construction and commissioning. 			
<u>Duty 7</u>			
General Summary of Duty 6		% of Time	5
Continuous safety training.			
Individual tasks related to the duty.			
<ul style="list-style-type: none"> • Participates in all management required safety training. • Participates and supports all safety-related issues as presented by the supervisor, MIOSHA or DTMB Safety and Health. • Obtains recertification, as needed, for all required safety issues. 			
<u>Duty 8</u>			
General Summary of Duty 5		% of Time	5
Performs related work appropriate to the classification, as assigned			
Individual tasks related to the duty.			
<ul style="list-style-type: none"> • Performs special assignments as necessary or as directed by upper management. • Assists other trades as needed. • Provides back-up coverage at other buildings as needed. 			

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Uses independent judgment applying the practices, tools and techniques of the trade to specific work situations.

17. Describe the types of decisions that require your supervisor's review.

Setting priorities, large equipment/tool purchases, repairs that might have an adverse affect on the department's budget, inventory control practices and purchasing approval paths, special, new or unusual procedures, and questions relative to code compliance of a specific installation.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

The job requires an employee to be exposed to hazardous work environments and in an environment that involves exposure to unpleasant and noxious fumes and odors. The job duties require an employee to bend, stoop, reach or stand for extended periods and move heavy objects.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

21. I certify that the above answers are my own and are accurate and complete.

_____ Signature _____ Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential duties of this position?

Provides for the operation and maintenance of large heating and chiller plants along with domestic water distribution systems.

Provides prompt and efficient customer service.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

fill vacancy.

25. What is the function of the work area and how does this position fit into that function?

The function of the work unit is to provide a safe, comfortable and cost-effective facility to allow our customers to provide their designated services to the people of the State of Michigan, and to provide maintenance and construction services on buildings to preserve the investment of the State of Michigan, DTMB. This position provides heating, cooling and domestic water to various buildings.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Educational level typical acquired through completion of high school.

EXPERIENCE:

Power Plant Operator E9

Four years of experience in power plant operation including two years equivalent to a Power Plant Operator 8.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the operation and maintenance of high-pressure boilers and related mechanical equipment.

Knowledge of the steam and chilled water generating process.

Knowledge of boilers, chillers, and water treatment processes.

Ability to organize and coordinate the work of the unit.

27. I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. I certify that the entries on these pages are accurate and complete.

Appointing Authority's Signature

Date