

Spec. Code: 4905
Occ. Area: 11
Work Area: 041
Prob. Period: 6 mo.
Prom Line: None
Effective Date: 03/31/06

Chief Utility Plant Operating Engineer

Function of Job

The Chief Utility Plant Operating Engineer is responsible for the efficient and reliable production and delivery of utilities to its customers. Employees in positions assigned to this classification directly manage the operation and maintenance of a utility production facility. Employees are responsible for the supervision of all utility production personnel and plan, direct and manage the daily operation and maintenance of all aspects of utility production.

Characteristic Duties and Responsibilities

1. Performs various administrative, supervisory, and operational duties specific to and normally required of employees assigned to utility production and related occupations, following federal, state and local managements recognized procedures or regulations and techniques for such work.
2. Directly manages and supervises all utilities production personnel activities.
 - a. Establish work priorities.
 - b. Schedules and assigns work, verifying/approving material requisition.
 - c. Develops and implements training programs. Plans, coordinates, and conducts training programs.
 - d. Evaluates staff performance, counseling or assisting employees as required.
 - e. Manages employment selection, personnel problems, and disciplinary activities of utility unit.
 - f. Develops and implements personnel policies consistent with applicable state, federal, and local guidelines.
3. Directs the operation of utility production equipment and related equipment. Coordinates equipment operation and maintenance for optimum plant performance and efficiency.
4. Oversees the generation and completion of the operating and maintenance records/reports.
5. Coordinates and implements departmental/plant operational rules, policies, procedures and personnel functions.
6. Assist in the development and preparation of annual operating and maintenance budgets.

7. Coordinates, schedules, inspects and assigns inter-departmental tasks and those assigned to contracted work and services.
8. Performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1) High school graduation or equivalent.
- 2) Bachelor's degree in engineering, business administration or closely related field.

OR

- Three years of relevant experience in a complex large utility plant environment.
- 2) Five additional years of progressively more responsible relevant experience in a complex utility plant environment, including at least two years in a supervisory role.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1) Ability to communicate effectively and establish positive relationships.
- 2) Ability to work independently and professionally manage confidential/sensitive information.
- 3) Ability to handle multiple tasks simultaneously and to meet deadlines.
- 4) Ability to use computer software in Microsoft applications (Word, Excel, Access and Outlook)
- 5) Ability to plan work schedules, complex projects, and emergency response activities.
- 6) Demonstrated knowledge of utility production systems, electronic and pneumatic controls, and various maintenance/operating procedures.