



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: November 25 2003

Department: Physical Plant

Title: Steam Plant Operator

Level: XI

FUNCTION

To operate, maintain, repair, and monitor performance of the steam generating boilers and related equipment including the steam distribution system. To monitor the Energy Management System computer and take appropriate actions to resolve any alarms received on the Energy Management System. To receive and initiate appropriate response to resolve all emergency and maintenance emergency calls.

SOURCE OF SUPERVISION

The Assistant Director and Director of Physical Plant provide the source of supervision.

DIRECTION EXERCISED

Direct work of student helpers, as assigned; also employees in lower and higher classifications on occasion.

DUTIES AND RESPONSIBILITIES

Operate, perform preventive maintenance, maintain, and repair steam generating and related equipment; maintain and repair the steam distribution system up to and including the PRV in each building served by the Central Heating Plant.

Troubleshoot, diagnose and correct problems on the boilers and related equipment.

Monitor and keep records on the steam generating equipment at prescribed intervals during the shift; write daily reports on activities at the end of the shift.

Perform preventive maintenance, testing, and maintenance of safety equipment. Maintain accurate logs on safety equipment.

Maintain an inventory of, boiler and related equipment, parts and supplies.

Perform water tests and adjust treatments, as required, in conjunction with the water treatment contractor.

Monitor and operate the Energy Management and Security System and react appropriately to alarms.

Receive and act appropriately to all emergency and maintenance calls received during non-business hours.

Keep the Central Heating Plant, adjacent grounds and parking area clean and tidy; perform routine maintenance work such as painting, patching, cleaning, sweeping, washing, moving equipment as required to keep area clean and free of clutter; assist with other equipment repair as assigned; answer and log telephone calls as required; responsible for cleaning, safety and sanitation in assigned work area.

Occasionally will be assigned projects which include welding, cutting, fabricating and repair of items/equipment not related to the Central Heating Plant operation.

Must have a working knowledge of computers and ability to do small engine repairs.

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Perform related duties as assigned.

JOB QUALIFICATIONS

Graduate from high school or equivalent and four years experience as a boiler operator or related field (stationary engineer) operating medium and/or high pressure boilers required. Mechanical ability as demonstrated by prior references. A score in the upper 75% on a mechanical comprehensive aptitude test. Must have a working knowledge of electronics and electricity; of the operations of pneumatic equipment; of the operations of oil and gas fired boilers.

Must have the ability to read blue prints; perform plumbing work and pipefitting work; read and follow written and oral instructions; plan and work independently. Must understand job safety on the work site in the use of ladders and scaffolding.

Must possess a telephone and have the ability to work overtime as assigned. Must be in possession of a valid State of Michigan driver's license which must be kept current at all times. Must meet Motor Pool vehicle license check requirements on an annual basis. Must have the ability to be trustworthy and maintain confidentiality.

Must have the ability to read, write, calculate, maintain records and solve problems; adequate health and physical condition to handle heavy manual tasks; ability to hear the conversational voice, with or without a hearing aid as required; ability to speak and be understood, under normal circumstances; full use of arms, hands, legs, and feet, or sufficient use of all limbs to accomplish assigned tasks; ability to lift and carry items weighing up to 80 pounds; ability to lift and transport, with assistance, 200 pounds; ability to use chain falls and come-alongs for heavy lifting operations; ability to climb and work from ladders and personnel lifts; ability to do frequent bending and stooping for long periods of time; ability to work up to 50 feet in height; ability to work in steam tunnels and pits where temperatures can be excessive; ability to work in pipe shafts, crawl spaces, electrical vaults and other confined spaces requiring stooping, bending and crawling. Under special circumstances, protective equipment and clothing may be required. Assignments may require working outdoors in inclement weather.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Approved: _____

Signature

Date: _____

Physical Job Requirements

Job Title Steam Plant Operator **Department** Physical Plant

For activities that are performed in this position, give weight, size, percentage of time or frequency of the activity, or how many times per day/week/month it is performed, how many hours, and distance or heights involved, where each is applicable.

Key: M = Monthly; W = Weekly; D = Daily; S = Seasonal; O = Occasional; N/A = Not Applicable or None

W	Climbing and/or standing on ladders 10'-30'	M	Activities requiring quick, repetitive movements (total body)
D	Climbing Stairs	M	Activities requiring quick, repetitive movements (hands only)
D	Reaching	N/A	Operating cleaning machines
D	Kneeling	M	Stripping and waxing floors
D	Bending/stooping	M	Operating floor buffer
D	Pushing/pulling	N/A	Shampooing carpets
D	Lifting/carrying up to 30 lb weights	N/A	Vacuuming carpets
W	Lifting/carrying over 30 lb weights	W	Washing windows, on and off ladder
M	Being on feet all day (8-hour shift)	W	Loading and unloading supplies
N/A	Being seated all day	W	Mopping floors
W	Moving furniture/equipment	D	Sweeping with push brooms
S	Shoveling	D	Dusting furniture
M	Scrubbing furniture	D	Operating hand tools
O	Driving vehicles	N/A	Driving heavy equipment
D	Operating shop machinery	N/A	Operating kitchen machinery
O	Eyes focused on computer screen		Other: Chemical testing and handling
N/A	Long hours of travel		Other
D	Walking (indoors, outdoors)		Other