



HEATING PLANT OPERATOR

SCOPE OF WORK:

Work involves operating and maintaining high pressure gas, coal, or oil fired boilers and all related equipment at a state facility.

DUTIES PERFORMED AT ALL LEVELS:

- Operate boilers and related equipment, feed water pumps, water softeners, boiler fuel systems, and chemical feed systems; ensure and document appropriate fuel usage.
- Operate chill water systems, circulating pumps, vacuum pumps, cooling towers, chemical feed systems, and monitor water levels in expansion tanks.
- Record and maintain appropriate data such as steam flow, water, outdoor air temperature, water test results, power usage, and chill water reports.
- Perform daily water test on boiler feed water condensate return and chill water system when in use.
- Clean and perform a variety of maintenance tasks on furnaces, boilers, and related areas.
- Maintain emergency electrical power during loss of normal power.
- Follow facility procedures for safe operation of all equipment.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

HEATING PLANT OPERATOR I
GRADE G

8111

LEVEL DEFINITION:

Work at this level involves performing routine duties associated with the operation of boilers and related equipment.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires one of the following:

- completion of high school or a GED and one year of work experience in the operation of high-pressure boilers and equipment;
- one-year diploma or program certificate in power plant technology; or
- associate's degree in power plant technology.

HEATING PLANT OPERATOR II

8112

GRADE H

LEVEL DEFINITION:

Work at this level is performed by fully-qualified boiler operators and may include staff or inmate supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Perform proper boiler watch standing to ensure safe operation of boilers while operational and on line.
- Recognize and correct potential problems; perform preventive maintenance on all main and auxiliary equipment under direction of heating plant supervisor or physical plant director.
- Monitor and log all instrument readings critical to entire plant operation.
- Maintain water conditioning by adding correct amount of chemical to prevent scale and corrosion of boiler, components, and piping.
- Receive, treat, and monitor coal deliveries.
- Operate and maintain incinerator.
- May supervise and train inmates in proper heating plant operation.
- May update and maintain Material Safety Data Sheet Manuals.
- May oversee general trades or contract workers during repair and maintenance duties.
- May assist in other areas such as safety, security, maintenance of buildings and grounds, and plumbing.

MINIMUM QUALIFICATIONS:

Requires one of the following:

- completion of high school or a GED and three years of work experience in a power plant operation that included the firing of high pressure boilers;
- one-year diploma or program certificate in power plant technology and two years of work experience in a power plant operation that included the firing of high pressure boilers; or
- associate's degree in power plant technology and one year of work experience in a power plant operation that included the firing of high pressure boilers.

Eff. Date: 10/74

Rev: 04/93 – Working Conditions Review, Title Change

Rev: 03/00 – Word processing conversion

Rev: 04/06 – Reviewed pay grade exception and class evaluation, updated duties, format, and min quals

Rev: 08/11 – Revised minimum qualifications at both levels

Rev: 07/12 – Conversion to Hay System, removed Pay Grade Exception