



HEATING PLANT SUPERVISOR

SCOPE OF WORK:

Work involves supervising the operation, maintenance, and cleaning of power plant system(s) located at a state facility according to state and federal regulations.

DUTIES PERFORMED AT ALL LEVELS:

- Supervise the effective operation, maintenance, and repair of all powerhouse equipment.
- Coordinate boiler load demand; make periodic checks, observe meters, charts and gauge readings in relation to operation and make adjustments as necessary.
- Responsible for operation of circulating pumps, feed water pumps, and coal conveyors.
- Prepare and maintain all required records pertaining to power plant operations.
- Run tests to determine chemical treatment; adjust treatment equipment to maintain desired levels.
- Schedule and perform preventive maintenance and troubleshooting on all equipment; locate, document, and correct problems.
- Provide a safe working environment for all employees by training, supervising, and evaluating workers/inmates in proper safety procedures in the operation, repair and cleaning of power plant equipment.
- Make arrangements with outside contractors to repair equipment.
- Maintain tool inventory, forecast repair parts, and restock power plant tools, parts and supplies.
- Schedule boiler down time for repair and maintenance of boilers and auxiliary equipment to least disrupt institutional operations; schedule annual boiler inspections.
- Schedule coal deliveries, make arrangements for handling upon arrival, and disposal of ash product.
- Assume responsibility and execute management of heating plant in absence of Heating Plant Supervisor or Physical Plant Director.
- Maintain knowledge of current events, technology, organizational policies and procedures which impact responsibilities.
- Update and maintain Material Data Safety Sheets in MSDS log book.

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 SUPERVISOR I
GRADE J

8121

LEVEL DEFINITION:

Positions at this level supervise staff and activities of a moderate sized power plant system(s).

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and four years of power plant operations work experience. Course work in Power Plant Technology, Heating Plant Operations, or Boiler Operations may substitute for the work experience requirement on a month-for-month basis up to 18 months.

HEATING PLANT SUPERVISOR II
GRADE K

8122

LEVEL DEFINITION:

Positions at this level plan, direct, and supervise staff activities of a large-sized power plant system (s).

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Supervise alignment, startup, and operation of boilers, auxiliary systems (including coal, natural gas, fuel oil, compressed air, feed water, booster system, boiler control system, induced and forced draft air system, drainage, ash handling, coal handling, and other related systems.)
- Supervise all boiler watch standards and heating plant personnel to ensure all employees are performing their duties to the standards and rules and regulations set by the state and federal governments.
- Ensure that all boiler controls and instruments are in proper working order and that proper logs and records are maintained.
- Supervise boiler, condensate water chemical conditioning, and testing to ensure safe boiler operation to prevent scale and corrosion of boiler drums.
- Conduct safety inspections; enforce all safety and health regulations.
- Coordinate heating plant schedule to ensure 24 hour coverage of boiler operations.

- Oversee ordering of equipment, materials, and supplies to maintain 24 hour boiler and plant operations.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and five years of work experience in the operation of institutional power plants. Coursework in Power Plant Technology, Heating Plant Operations, or Boiler Operations may be substituted for work experience on a month-to-month basis up to 18 months.

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