



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

PLANT AND SYSTEM OPERATORS, ALL OTHER

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Plant and System Operators, All Other-B	V8099B	50	
Plant and System Operators, All Other-O	V8099O	55	
Plant and System Operators, All Other-A	V8099A	60	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

All plant and system operators not listed separately.

Nature of Work

Plant and system operators repair and maintain machines, mechanical equipment, and building structures. They maintain boilers, chillers; heating, cooling and ventilation systems to regulate efficient operation. They repair and maintain buildings, make plaster or drywall repairs, and fix or paint roofs, windows, doors, floors, woodwork, and other parts of building structures. They also maintain and repair specialized equipment and machinery. Plant and system operators visually inspect equipment for operational condition; detect malfunctions, log readings and record data on operations. They diagnose problems and determine the best way to correct them, frequently checking blueprints, repair manuals, and parts catalogs.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist with all facets of facilities maintenance.
- Employees may perform tasks related to specialized trades such as boiler operations, heating and cooling systems, carpentry, electrical, and painting.

Recommended Education and Experience for Full Performance

High School diploma or GED and two (2) years construction experience to include familiarity with application of building codes and regulations, basic electrical, plumbing, ventilation, maintenance and/or custodial operations; building trade experience.

Minimum Qualifications

High School diploma or GED and one (1) year construction experience to include familiarity with application of building codes and regulations, basic electrical, plumbing, ventilation, maintenance and/or custodial operations; building trade experience.

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Operational

- Employees in this Role may be responsible for the physical plant maintenance of a state owned or leased facility.
- Employees perform carpentry work, boiler operation, electrical, welding, painting, inspect heating, cooling and ventilation systems for proper operation; perform grounds keeping duties; perform inspections to determine needed repairs; interpret blueprints and sketches; coordinate and check work of contractors; recommend repairs and equipment replacement to supervisors; responsible for stocking supplies and keeping inventory; and are responsible for budget, legal, environmental, security, and safety compliance measures.

Recommended Education and Experience for Full Performance

High School diploma or GED and three (3) years construction experience to include familiarity with application of building codes and regulations, basic electrical, plumbing, ventilation, maintenance and/or custodial operations; building trade experience.

Minimum Qualifications

High School diploma or GED and two (2) years construction experience to include familiarity with application of building codes and regulations, basic electrical, plumbing, ventilation, maintenance and/or custodial operations; building trade experience.

Advanced

- Employees in this Role are responsible for physical plant maintenance and provide training and technical assistance to less experienced staff.
- Employees establish needs, set goals, and implement plans for continuous quality improvement.
- Employees contribute to a program activity of extensive scope; implement operating procedures and manuals; and are responsible for the control and evaluation of large-scale systems.

Recommended Education and Experience for Full Performance

High School diploma or GED and four (4) years construction experience to include familiarity with application of building codes and regulations, basic electrical, plumbing, ventilation, maintenance and/or custodial operations; building trade experience.

Minimum Qualifications

High School diploma or GED and three (3) years construction experience to include familiarity with application of building codes and regulations, basic electrical, plumbing, ventilation, maintenance and/or custodial operations; building trade experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

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Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Skills

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Operation and Control — Controlling operations of equipment or systems.

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Troubleshooting — Determining causes of operating errors and deciding what to do about it.

Equipment Selection — Determining the kind of tools and equipment needed to do a job.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Statutory Requirements: This occupation is subject to regulation under 14.7.7.1, NMAC, 1-1-08, 2009 New Mexico Existing Building Code, effective 1/1/11. 14.9.2 NMAC, 2009 New Mexico Mechanical Code, effective 1/1/11. Some positions may require any/all of the following:

- NM Boiler Operator License (Journeyman Boiler Operator) (BO1, BO2)

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- HVAC Certification (MM-3)
- Mechanical License (MM-98)
- General Building License (GB-98)

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 09/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.