



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

STEAM PLANT AND BOILER OPERATOR SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Steam Plant/Boiler Operator Supervisor	V8021S	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.*

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. Operates or maintains stationary engines, boilers, or other mechanical equipment to provide utilities for buildings or industrial processes. Operates equipment, such as steam engines, generators, motors, turbines, and steam boilers.

Nature of Work

Steam Plant and Boiler Operator Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and controls and maintains electrical power and steam systems, which include boilers, chillers, air-conditioning and refrigeration equipment, diesel engines, turbines, and generators. Stationary Plant and Boiler Operators start up, regulate, repair, and shut down equipment. They ensure that the equipment operates safely, economically, and within established limits by monitoring meters, gauges, and computerized controls. When necessary, they control equipment manually and make adjustments using hand and power tools. They watch and listen to machinery and routinely check safety devices, record data in logs, and identify any potential problems.

Distinguishing Characteristics

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.

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- Employees in this Role oversee projects related to steam and hot water plants.
- Function as a technical consultant in regard to boiler plant operations, as well as an expert in auxiliary equipment and controls.
- May have specialized expertise in one area of steam and hot water plants, or be well-versed in several areas related to boiler plant operations.

Recommended Education and Experience for Full Performance

High School diploma or GED and three (3) years of experience in the operation or maintenance of mechanical equipment to provide utilities for building and/or industrial processes, one (1) years of which must be supervisory.

Minimum Qualifications

High School diploma or GED and two (2) years experience in the operation or maintenance of mechanical equipment to provide utilities for building and/or industrial processes.

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

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

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

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.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Physics — Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.

Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

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

Skills

Leadership - Displaying attributes that makes employees willing to follow; applying effort to

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increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

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

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.

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.

Speaking — Talking to others to convey information effectively.

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

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

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

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

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

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.

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: Exempt.

Bargaining Unit: Not covered

Established: 07/27/2012

Revised:

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

****Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

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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.