



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

PLANT AND SYSTEM OPERATOR SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Plant and System Operator Supervisor	V8099S	65	

**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. All plant and system operators not listed separately.

Nature of Work

The Plant and System Operator Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and repairs and maintains 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

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.

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- Writes in a clear and concise manner.
- Develops networks and builds alliance; collaborates across boundaries to build strategic relationships and achieve common goals.
- Builds and manages workforce based on organizational goals, budget considerations, and staffing needs
- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve results.
- Writes in a clear and concise manner.
- 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, two (2) years of which must be supervisory.

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. Some positions may require any/all of the following:

- NM Boiler Operator License (Journeyman Boiler Operator) (BO1, BO2)
- HVAC Certification (MM-3)
- Mechanical License (MM-98)
- General Building License (GB-98)

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.

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

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

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.

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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)
- HVAC Certification (MM-3)
- Mechanical License (MM-98)
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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: 04/27/2012 **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.*

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.