



PERSONNEL COMMISSION

Class Code: 3308
Salary Range: 24 (C2)

PLANT UTILITIES OPERATOR

JOB SUMMARY

Under general supervision, to operate and maintain low-pressure water and steam boilers and related auxiliary equipment; to maintain and perform minor repair on a variety of plant equipment at a District secondary school; and to perform related duties as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.

- Start up and operate low-pressure water and steam boilers for school plant and school swimming pools. **E**
- Check water levels of boilers and cooling towers, perform chemical analysis of boiler samples and adjust chemical additive to maintain required chemical balance in water systems; blow down boilers as needed. **E**
- Inspect boilers and auxiliary equipment for leaks in lines and valves; repack valves; make minor repairs or request major repair or replacement work as needed. **E**
- Read gauges and instruments for pressure, temperature and other conditions on boilers and related equipment; record results in logs and reports. **E**
- Read and record gas and other utility meters for consumption. **E**
- Make minor repairs and adjustments to valves, pumps, fan belts, airlines, diaphragms, air compressors, traps, air conditioning units and similar equipment. **E**
- Clean and change filters on air handling equipment. **E**
- Check heating and ventilating equipment for proper operation. **E**
- Lubricate motors, pumps, fans, pulleys and bearings. **E**
- Perform annual maintenance and cleaning of boilers. **E**
- Perform a variety of minor maintenance and repair work to plant equipment and facilities such as unclogging drains, sinks and toilets, changing lights, patching roof leaks, and cleaning controller units on air conditioning and other equipment. **E**
- Clean boiler rooms and equipment and maintain them in a clean and orderly condition. **E**
- May open up buildings at start of the workday. **E**
- Identify malfunctions or needed repair work to plant equipment and submit to supervisor. **E**
- Make check lists to record maintenance to equipment for historical records and for supervisors. **E**
- Operate a District vehicle. **E**

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

A Plant Utilities Operator operates and maintains low pressure water and steam boilers and auxiliary equipment at District secondary schools, and learns the required water analysis and treatment of boilers and cooling towers. An incumbent also checks the operation of air handling equipment and performs minor repairs as needed and is called upon to perform minor maintenance and repair plumbing, electrical and mechanical work on other plant equipment. An incumbent works closely with and assists craft personnel who perform journey level maintenance and repair work at the site.

EMPLOYMENT STANDARDS

Knowledge of:

Safe operations of automatic low pressure boilers, control pumps, motors and related equipment.
Safety precautions involved in boiler operation.
Procedures for testing boiler and cooling tower water for undesirable qualities.
Chemicals used in water treatment for boilers and cooling tower.
Record keeping.

Ability to:

Operate and maintain automatic low pressure boilers, cooling towers and related equipment.
Use safely hand and power tools for building operating equipment.
Read blueprints and drawings.
Keep operation records.
Analyze building equipment problems to determine preventive actions.
Make minor repairs to heating, ventilating, air conditioning and mechanical equipment.
Operate a vehicle observing legal and defensive driving practices.
Establish and maintain effective working relationships with others.

Training:

Equivalent to graduation from high school.

Experience:

One year operating automatic low pressure boilers and related equipment including water analysis and treatment.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities may be considered.

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

School site indoors and outdoors; heat of boiler room; classrooms and other site rooms; entering crawl and other tight spaces; fumes and noise.

PHYSICAL DEMANDS

Kneeling, walking, bending at the waist, crouching, crawling, reaching overhead above the shoulders; climbing ladders; lift up to 50 pounds; strength sufficient to tighten or loosen large pipes; exchange information in person and on the telephone.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.