

I. DESCRIPTION OF WORK

Positions in this banded class perform a wide range of progressively responsible work in the design, planning, regulatory reporting, operational support & oversight as it relates to the operation, construction, maintenance and repair of coal-fired steam plant boilers, steam turbines, auxiliary equipment, chillers, high voltage distribution systems, and chilled water & steam distribution systems. Work covers existing operations, modifications, new construction and renovation projects. Positions may involve leading work teams, planning, organizing work, and will be required to work with regulatory agencies and consultants, design firms, contractors and vendors.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level perform a variety of recurring and related tasks procedures and processes that are readily understood. Positions work under the direction of a supervisor and will be required to self perform less complicated tasks. Examples: draft facility performance reports, draft regulatory compliance reports, conduct workplace safety practice assessments, and formulate outages schedules based on input from others.</p>	<p>Positions at this level perform a variety of recurring and non-recurring work that involves related or varying processes and that are associated with moderately complex systems. Positions analyze and determine various courses of action. Examples: Installation and maintenance of high/low voltage electric distribution systems, identify, investigate and analyze causes, determine solutions for equipment installation, repair and maintenance on boilers, chilled water, etc.</p>	<p>Positions at this level perform a number of widely varying and diverse assignments that require in-depth analysis and diagnostic work. Positions serve as “technical expert” within the work unit and guide and coach others.</p>

III. COMPETENCIES

Competency	Definition
Knowledge - Technical	Technical skill and knowledge in a specific technical area(s) and keeps up with current developments and trends in areas of expertise. May be acquired through academic, apprenticeship or on-the-job training or a combination of these.
Safety and Health Compliance	Ability to understand applicable policies and procedures and maintain conditions that ensure a healthy and safe working environment.
Problem Solving	Ability to identify problems, determine possible solutions, and actively work to resolve the issues.
Decision Making	Knowledge of and ability to use effective approaches for choosing a course of action or developing appropriate solutions and/or reaching conclusions. Ability to take action consistent with available facts, constraints, and anticipated consequences.
Leading Work Teams	Ability to establish expectations and clear direction to meet goals and objectives of on-going work for a group of employees and projects. Ability to motivate and engage employees through effective communication.
Planning and Organizing Work	Ability to develop plans to accomplish work operations and objectives; ability to arrange and assign work to use resources efficiently. Ability to perform advanced planning of a strategic nature to develop plans, organizational structures, and systems to fulfill and/or meet legislative, regulatory and mission driven organizational goals.
Coordination – Operations	Ability to facilitate the flow of work for a process or procedure. Knowledge of appropriate procedures for collecting and reviewing information. Ability to monitor or regulate those procedures, tasks, or activities.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Technical

Technical skill and knowledge in a specific technical area(s) and keeps up with current developments and trends in areas of expertise. May be acquired through academic, apprenticeship or on-the-job training or a combination of these.

Contributing	Journey	Advanced
<p>Conversant with operations, systems, basic regulatory requirements and market driven factors as they pertain to energy facilities producing chilled water, electricity and steam.</p>	<p>Understanding of both standard and non-standard work practices, operations and associated regulatory issues.</p> <p>Excellent understanding of regulatory issues pertaining to work place safety and/or facility operations.</p>	<p>Thorough and extensive understanding of the most difficult and complex systems.</p> <p>Examples: Plans and implements modifications to piping for steam, chilled water and voltage wiring installation for electric distribution.</p>

Safety and Health Compliance

Ability to understand applicable policies and procedures and maintain conditions that ensure a healthy and safe working environment.

Contributing	Journey	Advanced
<p>Ability to perform tasks safely to avoid danger to self or co-workers; ability to identify and inform supervisor and fellow employees of potential work place safety issues and practices; ability to ensure that appropriate protective equipment is in a safe manner.</p> <p>Note: All work plans shall address safety.</p>	<p>Ability to identify and resolve potential systems safety problems and unsafe work practices; ability to show co-workers safe ways to perform job tasks or use equipment; ability to incorporate accident prevention and corrective measures in all activities; ability to regularly assess shop safety conditions.</p>	<p>Ability to demonstrate commitment to provide safe working environment by leading by example; ability to follow appropriate post-emergency procedures.</p> <p>Ability to lead facility safety efforts and regularly communicate safety-related operational items.</p>

Problem Solving

Ability to identify problems, determine possible solutions, and actively work to resolve the issues.

Contributing	Journey	Advanced
<p>Ability to follow instructions or standard operating procedures for assigned tasks; ability to ask for clarification of instructions as needed; ability to perform routine or repetitive tasks completely and accurately; ability to check work for mistakes prior to review; ability to compare finished work to what is expected.</p>	<p>Ability to ensure non-routine, non-repetitious work meets industry service standards according to service manuals; ability to check and recheck work prior to and after completion; ability to seek approval of supervisor or higher-level technician upon completion of assignment; ability to use appropriate record-keeping methods.</p>	<p>Ability to independently take necessary actions to ensure that industry service standards and procedures are followed when handling multiple, complex assignments.</p> <p>Ability to read and interpret Original Equipment Manufacturer (OEM) manuals and uses diagnostic tools.</p>

Decision Making

Knowledge of and ability to use effective approaches for choosing a course of action or developing appropriate solutions and/or reaching conclusions. Ability to take action consistent with available facts, constraints, and anticipated consequences.

Contributing	Journey	Advanced
<p>Ability to recommend approaches to solving routine problems relating to programmatic requirements or standards.</p>	<p>Ability to use effective approaches for choosing a course of action or developing appropriate solutions and/or reaching conclusions.</p> <p>Ability to take action consistent with available facts, constraints, and anticipated consequences.</p> <p>Ability to analyze and synthesize relevant policies and legislation, and apply them across a variety of situations.</p>	<p>Authority to independently initiate or implement new approaches and policies to resolving non-standard problems and issues of broad scope and complexity.</p>

Leading Work Teams

Ability to establish expectations and clear direction to meet goals and objectives of on-going work for a group of employees and projects. Ability to motivate and engage employees through effective communication.

Contributing	Journey	Advanced
<p>Ability to listen and consider the ideas of team members; ability to share relevant or important information with the team; ability to develop skills or knowledge; ability to monitor and provide feedback on employee’s progress; ability to look for opportunities for employees to put new knowledge, understanding, or skill to practical use on the job.</p>	<p>Ability to listen and involve others in team decisions and actions; ability to encourage input from other team members; ability to value and use individual differences and talents; ability to identify barriers and resources to achieve team goals.</p>	<p>Ability to advocate and model commitment of team decision-making process; ability to integrate teamwork philosophy into planning and program development; ability to provide necessary resources and remove obstacles to help team accomplish its goals.</p>

Planning and Organizing Work

Ability to develop plans to accomplish work operations and objectives; ability to arrange and assign work to use resources efficiently. Ability to perform advanced planning of a strategic nature to develop plans, organizational structures, and systems to fulfill and/or meet legislative, regulatory and mission driven organizational goals.

Contributing	Journey	Advanced
<p>Ability to set daily and weekly objectives for work unit based on established priorities and time frames.</p> <p>Ability to recognize and request equipment and/or materials that are needed to do the job.</p> <p>Ability to provide feedback on regulatory schedule requirements, associate training & certification, associated market conditions.</p>	<p>Ability to set short-range maintenance objectives and prioritizes activities and tasks; ability to adjust priorities when appropriate; ability to plan for equipment needs; ability to review requests and ensures that required equipment, tools and/or materials are available; ability to use time effectively to accomplish work unit goals; ability to consider competency level of current staff and distributes work accordingly; ability to coordinate a limited variety of vehicle/equipment operational, diagnostic, and repair services.</p>	<p>Ability to develop realistic timelines and milestones; ability to set mid- to long-range maintenance goals and objectives and prioritize activities and tasks; ability to prepare alternative plans to meet changing conditions and ensure timely task accomplishment; ability to coordinate a wide variety of vehicle/equipment operational, diagnostic, and repair services.</p>

Coordination – Operations

Ability to facilitate the flow of work for a process or procedure. Knowledge of appropriate procedures for collecting and reviewing information. Ability to monitor or regulate those procedures, tasks, or activities.

Contributing	Journey	Advanced
<p>Ability to plan and schedule a limited scope of work with maintenance/construction and operations to minimize operational impacts.</p>	<p>Ability to coordinate and manage a broad scope of work operations and processes to meet programmatic expectations and outcomes.</p>	<p>Ability to direct, evaluate and implement improvements to maximize organizational goal achievement.</p> <p>Ability to develop and oversee processes, procedures and programs to enhance organizational goal achievement.</p>

V. MINIMUM TRAINING & EXPERIENCE

High school diploma or equivalency and two years of related experience; or equivalent combination of training and experience. Requires certification(s).

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.