

PERALTA COMMUNITY COLLEGE DISTRICT - November 8, 2007

CLASSIFIED JOB DESCRIPTION

**CHIEF STATIONARY ENGINEER
(IUOE Local 39 Salary Range 63)
Job Code: 902**

CLASS PURPOSE

Under general direction, the Chief Stationary Engineer performs supervisory and training work in planning the maintenance, operation, repair and servicing of the heating, ventilation, air conditioning, electrical, plumbing, key/lock and general maintenance for buildings.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Performs all of the essential functions of the Assistant Chief Stationary Engineer as needed.
- Monitors the quality of building operations and maintenance and evaluates the performance of staff through periodic inspections and on-site supervision.
- Assures proper operation of all District computer-based systems, including, but not limited to, EM (Emergency Management), FA (Fire Alarm), card access, door lock key, work orders/periodic maintenance, and emergency phones.
- Responsible for supervising and overseeing the scheduling of building operations, maintenance operations, and issuing work orders.
- Prioritizes work orders and sets up periodic maintenance activities.
- Establishes and adjusts personnel assignments.
- Maintains updated central log of all operating machinery.
- Maintains files related to repairs, maintenance, and lubrication of all machinery for District buildings.
- Performs periodic campus inspections of machinery and equipment.
- Orders tools, spare parts, and machinery necessary for efficient support of the department mission.
- Assists in design strategies and schematics.
- Reads and interprets blueprints.
- Maintains updated central log of Material Safety Data Sheets (MSDS).
- Operates a variety of modern office equipment including personal computers utilizing various software applications (i.e., Microsoft Word, Excel, Computer Aided Drafting (CAD), etc.); the mainframe computer, Internet and e-mail.

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- Provides input on capital deferred maintenance, facility upgrades and hazardous waste removal projects.
- Works, as directed, with Architects/Engineers and recommends changes and/or modifications of existing building equipment and systems and inspects the installation of new equipment during the project final inspection phase and warranty period to verify equipment operation.
- Is responsible for providing training to staff subordinates and apprentices on how to safely operate and maintain buildings and related equipment.
- Conducts campus building maintenance inspections on a periodic basis.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Six (6) years of verifiable journey-level experience in the maintenance and operation of major mechanical systems and related equipment in a large commercial, industrial, or governmental building or institution, including at least one (1) year in a lead or supervisory capacity;

OR

Completion of a State approved Stationary Engineer Apprenticeship Program and two (2) years of verifiable journey level experience in the maintenance and operation of major mechanical systems and related equipment in a large commercial, industrial, or governmental building or institution, including at least one (1) year in a lead or supervisory capacity;

OR

Any combination of qualifying training and/or experience that could likely provide the desired knowledge, skills and abilities to perform the duties of the position.

2. LICENSE: Must have a current valid California Department of Motor Vehicle's Driver's License and be insurable under Peralta Community College District's current automobile insurance policy.
3. Possession of the current valid Universal Technician Certificate as required by 40 CFR Part 82, Subpart F. (Note: Possession of the current valid Universal Technician Certificate is a condition of initial employment.)
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- General knowledge of applicable laws regulating the safe operating and repair practices for building mechanical systems including building codes, construction standards, environmental agency requirements and life safety standards.
- Knowledge of principles governing the safe operation and maintenance of building mechanical, life safety and locking systems.

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- Knowledge of boiler systems and heating, lighting, ventilating, air conditioning, electrical, refrigeration, and other mechanical equipment, and the methods, tools, materials and equipment used in the operation, maintenance and repair of such equipment.
- Knowledge of applicable laws regulating the safe operating and repair practices for building mechanical systems including building codes, construction standards, environmental agency requirements and life safety standards.
- Possession of any or all of the following certificates:
 - Blood Borne Pathogen Training Certificate
 - Indoor Air Quality Certificate
 - Basic Hazardous Materials Awareness Certificate
 - Lead Paint Awareness Certificate
- Knowledge of:
 - Principles of training and supervision.
 - Preparing data upon request on energy utilization and making recommendations regarding ways and means to conserve energy.
 - Providing assistance to maintenance staff on specific jobs to facilitate their training.
- Ability to:
 - Work efficiently under pressure.
 - Understand and carry out oral and written instructions.
 - Establish and maintain effective and cooperative working relationships with those contacted in the course of work.
 - Respond to emergency callbacks on matters affecting maintenance and safety.
 - Perform a wide variety of building maintenance tasks.
 - Support and complement the educational mission of the District.
 - Follow recommended procedures and techniques to safely perform duties.
 - Keep abreast of current technologies in areas of assignment.
 - Plan, organize, and supervise staff engaged in the operation, repair, and servicing of heating, air conditioning, electrical, mechanical, life safety and locking systems.
 - Inspect, layout, and review the work of maintenance personnel.
 - Demonstrate principles of supervision, leadership and the enforcement of safer operational conditions.
 - Estimate the cost of work assignments and determine the necessary tools and materials to complete assignments.
 - Work effectively with prescribed budget and staffing allocations.
 - Assist in the preparation of maintenance and repair budgets, maintain staff evaluations, and maintain industrial safety programs.
 - Assist in the preparation and implementation of Capital Outlay, Deferred Maintenance and Hazardous Materials Removal Programs.
 - Maintain inventory control of equipment and parts.

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- Evaluate the performance of subordinate employees.

ENVIRONMENTAL DEMANDS

- Occasional work performed in dry and humid conditions.
- Frequent use of motor vehicle on public highways.
- Frequent work performed in extreme cold, heat, wet conditions.
- Frequent work performed alone or with people in confined work spaces, at elevated heights, and with noise.
- Frequent use of motor vehicle on campus property.
- Frequent use of moving equipment and supplies.
- Frequent use of vibrating equipment.

MENTAL REQUIREMENTS

- Must be able to communicate in English (speaking, writing and reading) at a level to safely and effectively perform the essential functions of the Chief Stationary Engineer classification.

PHYSICAL REQUIREMENTS

- Frequent sitting, squatting, running, throwing, crawling, and stair-climbing.
- Occasional lifting, carrying, pushing, and pulling up to 50 lbs.
- Occasional work at a rapid pace.
- Frequent walking, stooping, kneeling, and climbing of ladders.
- Frequent body twisting and reaching.
- Frequent use of balance.
- Frequent use of tactile, audio, and visual acuity.
- Frequent use of oral communication.
- Occasional use of written communication.
- Constant use of manual dexterity.
- Constant standing.

PROTECTIVE EQUIPMENT

- Frequent use of protective wear for the eyes, ears, head, arms, face, hands, and fingers.

Revised: N/A