



Facilities & Safety Services Job Family: **Utility Operator Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Utility Operator II INDIVIDUAL CONTRIBUTOR	Utility Operator III INDIVIDUAL CONTRIBUTOR
Operate and maintain Central Heating Plant high pressure steam boilers and related equipment. Monitor on-line boilers at all times.	Coordinate with state inspectors, Office of General Services service technicians and vendors to ensure the safety of, and maintain the continuous operation of high pressure boilers.
Receive and respond to fire alarms, building alarms, research alarms, electric manhole alarms, and Campus Emergency Assistance phone.	
Perform water treatment plant duties necessary to assure continuous flow of treated water with proper chemical analysis and quality for use in boilers.	Oversee performance of daily water treatment tests and perform analysis to ensure proper chemical treatment levels.
Perform laboratory and/or chemical tests and record results for proper tolerances.	
Take and record meter, pressure and temperature readings.	
Maintain proper water level in water tower.	
Secure and patrol buildings, greenhouse and grounds on rounds during each shift. File security reports and energy logs.	
Monitor controlled temperature rooms, chambers, mechanical rooms and systems.	Analyze data from plant control system.
Discover and investigate abnormal operating conditions throughout entire campus; take appropriate actions to protect life, property and research.	

Utility Operator II INDIVIDUAL CONTRIBUTOR	Utility Operator III INDIVIDUAL CONTRIBUTOR
Observe and check operating equipment at Central Heating Plant and throughout campus, and report problems or unusual conditions to Supervisor. Advise next shift of any abnormal conditions.	Maintain records and logs on daily operations for state and federal reports. Provide analysis of data collected to identify, trouble shoot and repair system problems.
Perform custodial duties.	
Attend safety, technical, staff and environmental training.	
Respond to alarm for elevator malfunction.	
Perform periodic shut down, maintenance and startup of boilers.	Identify, schedule and perform required preventive maintenance tasks involving boilers and other equipment in Central Heating Plant.
Perform monthly/yearly fire inspections and emergency lighting tests for entire campus and report non-compliant devices.	
	Provide functional supervision to Utility Plant Operator II positions. Approve time off and provide input for annual performance dialogues.
	Create and oversee shift schedules for 24 hour/365 day operation. Prioritize preventative maintenance schedule and tasks and schedule and assign work to individuals or teams to perform duties as needed.
	Work with Administrative Services Center to purchase necessary parts and materials for the Heating Plant. Obtain competitive pricing when required.
	Perform Lead Utility Plant Operator functions, acting as working foreman under direction of Unit Leader.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11369 UTILITY OPERATOR II, BAND B	11370 UTILITY OPERATOR III, BAND C
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	High school Diploma and up to 2 years relevant experience or equivalent combination.	Trade/Vocational/Technical School and up to 2 years relevant experience or equivalent combination.
IMPACT	Affects beyond college/unit	Affects beyond college/unit
CONTACTS - INSIDE	Assists others Cooperation of task completion Handle confidential information	Assists others Cooperation of task completion Handle confidential information
CONTACTS - OUTSIDE	Straightforward business Provide factual information Handle confidential information	Conduct somewhat complex business activities Obtain involved information Provide detailed response
CONTACTS - STUDENTS	Provide information or instruction on policies/procedures	Deal with confidential information such as grades, financial records, etc.

FACTOR PROFILE	11369 UTILITY OPERATOR II, BAND B	11370 UTILITY OPERATOR III, BAND C
SUPERVISION	None given	Students Temporaries On-the-job training
COMPLEXITY	Entire field tasks	Entire field tasks
LEVEL OF DECISION MAKING	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits
FREEDOM OF ACTION	General supervision Proceeds alone on regular tasks Refers questionable situations to the supervisor	General supervision Proceeds alone on regular tasks Refers questionable situations to the supervisor
SUPPORT SKILLS – WRITING	Limited responsibility, OR is position's area of work	Provide standard responses to inquiries.
SUPPORT SKILLS – COMPUTER	Limited responsibility, OR is position's area of work	Use business or technical programs for data input or word processing to create documents or reports.
WORKING CONDITIONS - PHYSICAL	Lift 20 to 50 lbs.	Lift more than 50 lbs.

FACTOR PROFILE	11369 UTILITY OPERATOR II, BAND B	11370 UTILITY OPERATOR III, BAND C
WORKING CONDITIONS - VISUAL	Close concentration and visual attention	Close concentration and visual attention
WORKING CONDITIONS - HAZARD	Variable working conditions including exposure to conditions which require handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.	Variable working conditions including exposure to conditions which require handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.