

PERALTA COMMUNITY COLLEGE DISTRICT - November 8, 2007

CLASSIFIED JOB DESCRIPTION

**ASSISTANT CHIEF STATIONARY ENGINEER
(IUOE Local 39 Salary Range 57)
Job Code: 905**

CLASS PURPOSE

Under general direction, the Assistant Chief Stationary Engineer supervises and coordinates building maintenance and plant operations. This class differs from Chief Stationary Engineer who is responsible for overall planning and supervision of building operations and maintenance and inspecting the work of Stationary and Utility Engineers and supervises the former. An incumbent in this class is responsible for scheduling, assigning and inspecting the work of Stationary and Utility Engineers, and is responsible for the ordering of tools, spare parts and machinery.

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 Stationary and Utility Engineers.
- Under the direction of the Chief Stationary Engineer, plans, supervises, coordinates, schedules, and assigns the work to subordinate personnel.
- Monitors and maintains the Energy Management System (EMS) as needed.
- Monitors and supervises performance of subordinate personnel.
- Assists the Chief Stationary Engineer in training personnel.
- Maintains a log of all operating machinery, as needed.
- Assures all work is performed in a safe manner.
- Supervises the checking, operating and maintenance of building mechanical systems.
- Trains subordinates in the use and operation of District systems, including, but not limited to, EM (Energy Management), FA (Fire Alarm), card access, door lock key, work orders/PM (Periodic Maintenance), and emergency phones.
- Orders tools, spare parts and machinery necessary for efficient support of the department mission.
- Reads and interprets blueprints.
- 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.
- Works with outside contractors as required.

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- Effectively work with campus senior management within framework of Physical Plant Department procedures.
- Assists Chief Stationary Engineer in scheduling and prioritizing work orders and PM (Periodic Maintenance) activities as directed.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Five (5) years of verifiable journey level experience in the repair and servicing of heating and air conditioning equipment;

OR

Completion of a State approved Stationary Engineer Apprenticeship Program and one (1) year of verifiable journey level experience in the repair and servicing of heating and air conditioning equipment;

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 is required for the Stationary Engineer, Assistant Chief Stationary Engineer, and Chief Stationary Engineer. (Possession of the current valid Universal Technician Certificate is a condition of employment that must be met to obtain permanent status.)
4. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of community college students.

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.
- 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.

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- 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.
- Confer with appropriate District and college representatives to ensure coordination and cooperation required in the performance of routine repairs and construction activities.
- Schedule and assign work including the determination of staff equipment and supplies needed.
- Assign, supervise and review work of subordinates.
- Maintain inventory and control of equipment and parts.

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.

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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 Assistant 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.
- Constant standing.
- Frequent use of tactile, audio, and visual acuity.
- Frequent use of oral communication.
- Occasional use of written communication.
- Constant use of manual dexterity.

PROTECTIVE EQUIPMENT

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

Revised: N/A