

City of Rapid City

Job Description

Job Title	Energy Plant Operator I, II, III and Energy Plant Lead Operator		
Job Code:	EPO1, EPO2, EPO3, EPLO	Bargaining Unit:	AFSCME
Pay Grade:	See Wage Scale	Date Revised:	4/17/2023
FLSA Status:	Non-Exempt		

General Summary: This position is responsible for monitoring and controlling the City/School facility management systems (FMS) and the Energy Plant equipment in the most effective and cost-efficient manner. Performs shift work and fills in for other shifts as needed.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Energy Plant Operator I:

- Uses facility management systems (FMS) to monitor and control HVAC, lighting, water, sewer and security systems for various City and school buildings and facilities.
- Serves as primary customer telephone contact for scheduling, adjusting, and addressing problems and complaints for equipment tied to FMS and initiates work orders to field personnel to resolve relative problems.
- Works independently while on shift to follow established policies and procedures for operating FMS, equipment tied to FMS, and Energy Plant equipment.
- Observes Energy Plant equipment gauges and controls and records data on hourly and daily log sheets.
- Performs minor programming on FMS.
- Performs custodial duties.

Energy Plant Operator II: *All above duties plus:*

- Uses FMS to note equipment trends and history to determine appropriate action. (Trains new Energy Plant Operator I's as required).
- Provides information to supervisor to help develop policies and procedures.
- Observes Energy Plant equipment and performs minor maintenance on Energy Plant FMS or HVAC equipment as needed. Reports any unusual conditions to supervisor.
- Uses activity schedules to program FMS equipment start/stop to insure equipment and energy use efficiency and comfort of building occupants. Enters data into equipment scheduling spreadsheet.
- Enters data into energy accounting program. Performs heating and cooling system water treatment analysis and adds chemicals to maintain proper levels.

Energy Plant Operator III: *All above duties plus:*

- Modifies FMS points as directed by supervisor and/or service technicians.
- Follows up on work orders to help insure that work is complete.

Energy Plant Lead Operator: *Is capable to perform all above duties of an Energy Plant Operator I, II, and III as well as additional duties listed.*

- Serves as primary liaison between Energy Plant Manager, Energy Plant Operators I, II, and III, and service personnel.

- Trains and provides guidance to Energy Plant Operators I, II, and III in their assigned duties, job responsibilities, FMS programming, and HVAC systems operation for Energy Plant and FMS buildings.
- Insures that FMS and Energy Plant problems and attendant solutions are properly documented and communicated to Energy Plant Operators I, II, and III, Energy Plant Manager, and service personnel.
- Monitors Energy Plant equipment for any unusual conditions and provides recommendations to Energy Plant Manager as to appropriate action. Contacts and schedules appropriate service personnel.
- Provides information and makes suggestions to Energy Plant Manager to help develop policies and procedures.
- Evaluates energy and water use data for the Energy Plant and FMS buildings.
- Consults with Energy Plant Manager and service personnel to optimize, modify, and program FMS.
- Represents the Energy Plant Manager in his/her absence regarding general operations of Energy Plant and as Supervisor of Energy Plant Operators I, II, and III.

Qualifications:

Education and/or Experience:

Energy Plant Operator I: High school diploma or general education degree (GED) and one-year related experience as a HVAC plant operator, or maintenance worker in a HVAC plant operation and associated mechanical equipment systems. Associate's degree or equivalent from two-year college or technical school in HVAC, or related field preferred. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Energy Plant Operator II: High school diploma or general education degree (GED) and two years related experience as a HVAC plant operator, or maintenance worker in a HVAC plant operation and associated mechanical equipment systems. Associate's degree or equivalent from two-year college or technical school in HVAC, or related field preferred. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Energy Plant Operator III: High school diploma or general education degree (GED) and five years related experience as a HVAC plant operator, or maintenance worker in a HVAC plant operation and associated mechanical equipment systems. Associate's degree or equivalent from two-year college or technical school in HVAC, or related field preferred. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Energy Plant Lead Operator: Associate's degree or equivalent from two-year college or technical school in HVAC, or related field and five years related experience as a HVAC plant operator, or maintenance worker in a HVAC plant operation and associated mechanical equipment systems. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certificates, Licenses, Registrations:

Must possess a valid driver's license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme heat and risk of electrical shock. The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.