

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Steam Plant Tender		Class Code: 004JB3
	FLSA Status: Non-Exempt	Salary Schedule: LTC 3	Effective Date: 9-5-14
	Summary Incumbent works in the powerhouse of a state facility and is responsible for maintaining a constant supply of heat through operation of the coal-fired boilers.		

Duties:

- Operates heavy equipment such as dump trucks, front-end loaders, elevators and conveyors to maintain a steady supply of coal to the boilers;
- Measures and records amount of coal supplied to each boiler;
- Utilizes ash pulling equipment to remove waste ash from the boilers;
- Assists shift operator in monitoring gauges and equipment to ensure conditions are normal, operating within appropriate safety standards and ensuring maximum efficiency;
- Performs minor maintenance on coal and ash handing equipment and assists in periodic overhauls, cleaning, major repairs and the installation and repair of steam lines;
- Cleans boilers, equipment and areas of plant as assigned;
- Assists in building maintenance throughout the training site to include minor and emergency repairs of plumbing, electrical, etc;
- Complies with all appropriate protective and safety requirements in the performance of duties including, but not limited to the following: use of personal protective equipment (PPE); handling, storage and mixing of hazardous materials according to the Material Safety Data Sheet (MSDS); confined spaces; and complying with safety requirements in the use of tools, equipment, etc;
- Occasionally performs grounds maintenance work including mowing, trimming, fertilizing, leaf removal, trash pick-up, snow and ice removal and minor repair of parking areas, roads and walks;
- Performs related duties as required.

Job Requirements:

- High school diploma or equivalent with experience in maintenance or operation of boilers or heavy equipment;
- Ability to operate heavy equipment;
- Working knowledge of and ability to assist in all phases of steam plant operation, maintenance and repair;
- Working knowledge of all health, safety and sanitary procedures for the safety of personnel and equipment;
- Ability to respond effectively and quickly to an emergency situation;
- Basic knowledge of and ability to use skills in the trades of carpentry, plumbing, electrical, etc;
- Must have and maintain a valid Indiana Driver's License;
- Effectively communicate, both orally and in writing.

Difficulty of Work:

Work performed is routine, but varied by circumstance. Work requires specialized knowledge of powerhouse and steam plant maintenance policies, procedures and practices. Employee must have understanding and ability to apply procedures and guidelines in order to perform job duties and ensure correct job documentation and expectations are met.

Responsibility:

Incumbent is responsible for supplying coal to the boilers for effective steam plant operation on assigned shift. Duties and instructions are prescribed before the course of work but irregular daily complications are subject to independent judgment. Errors in performance could result in malfunction of boilers and systems resulting in loss of heat to the facility and or the possibility of a fire or explosion. Incumbent may have occasional contact with Department of Correction (DOC) crews to direct work assignments.

Personal Work Relationships:

Incumbent has working contacts with federal, military and state staff, inmates, customer representatives, outside contractors and vendors. Must annually pass and complete the DOC Inter-Agency Supervision of Out-Custody Work Crew Training course in order to supervise a DOC inmate labor crew.

Physical Effort:

Work involves climbing and lifting of heavy tools and equipment plus the handling of coal and ash generally up to 50 pounds. Duties are performed in a variety of different positions which require flexibility and stamina. Such effort is regularly exerted and strain may be intense.

Working Conditions:

Work is generally performed inside the powerhouse which is a hot, humid environment. The operator works under unfavorable conditions and is exposed to hazardous conditions such as high pressure steam, chlorine gas, fumes, asbestos, vapors, chemicals, grease, electric shock, powered machinery, electrical moving parts, heights, crawl spaces, tunnels, deep ditches, etc. Safety goggles, safety shoes, ear protection, gloves, welding helmet and gloves, face mask and cold weather clothes are required to perform some duties due to possible injury from hazardous conditions.