

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Steam Plant Supervisor 3		<b>Class Code:</b> 009JB3
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> SAM LTC 3	<b>Effective Date:</b> 8-22-14
	<b>Summary:</b> Incumbent is responsible for operation and maintenance of a coal-fired powerhouse in a state facility. Incumbent supervises all steam plant operators, fire tenders, maintenance mechanics and other personnel assigned to the powerhouse.		

**Duties:**

- Ensures all tasks meet regulatory laws and complies to policies, procedures and directives;
- Responsible for all repairs and work involving the steam plant;
- May be called on to escort or assist outside vendor or contractors while on grounds;
- Responsible for the supervision of staff assigned to steam plant;
- Ensures all safety standards and precautions are followed;
- Inspects equipment to assure proper operations;
- Estimates needs for projects;
- Supervises the boiler water treatment program;
- Maintains boiler and equipment log book;
- Conducts inventory and ordering of parts and supplies;
- Performs related duties as required.

**Job Requirements:**

- Must possess and maintain a valid driver's license and be able to operate state vehicles and equipment during performance of assigned duties;
- Through knowledge of standard practices, processes, procedures, materials and tools for general maintenance of facilities;
- Ability to plan, layout and construct general maintenance projects of average difficulty from work orders, sketches and simple blueprints;
- Ability to use a variety of hand and power tools and measuring instruments necessary to complete assigned projects or job;
- Through knowledge of occupational hazards, safety precautions and sanitary regulations of the trade;
- Working knowledge of applicable policies and procedures;
- Ability to work under emergency conditions;
- Ability to successfully complete all required training;
- Ability to work within a culturally diversified environment;
- Ability to accept supervision and constructive feedback;
- Effectively communicate, both orally and in writing;
- Conduct inventory and ordering of parts and supplies to minimize plant shut down periods;
- Ability to obtain "Certificate of Competency" from Indiana Association of Power Engineers.

**Difficulty of Work:**

Incumbent uses judgment in planning changes in powerhouse and building construction. Work is broad in scope involving the coordination of diverse trade activities such as carpentry, plumbing, painting and construction with general institutional guidelines. Incumbent continually must adapt methods and procedures to fit operating conditions.

**Responsibility:**

Incumbent performs a wide variety of maintenance work on powerhouse equipment by means of work orders, sketches, and/or simple blueprints. The incumbent also follows accepted trade practices, processes and procedures as well as federal, state and local building and safety codes. Incumbent occasionally consults the Physical Plant Director on the best methods to carry out duties, but is responsible for determining the plan, layout of the assigned task and for completing it. Incumbent interacts with departments to ensure services and needs are met.

**Personal Work Relationships:**

Incumbent works with all assigned support staff, agency Physical Plant Director and vendors as required.

**Physical Effort:**

Lifting of heavy tools and equipment is occasionally required. Strain is regularly exerted; tasks involve standing, stooping, walking and climbing continuously while supervising all phases of operation.

**Working Conditions:**

Work is usually performed in the powerhouse that is cool in the winter and warm in the summer. There is occasional exposure to such hazards as heights, live steam, hot pipes and electrical and moving parts.