



Code: 7745

Family: Operational Engineering
Service: Operation and Construction
Group: Steam and Operation Engineering
Series: Stationary Plant Operation

CLASS TITLE: ASSISTANT CHIEF OPERATING ENGINEER

CHARACTERISTICS OF THE CLASS

Under general supervision, assists in supervising the operation and maintenance of City buildings, institutions, or plants which operate large steam or electric pumping, power generating, incinerating, refrigeration, and heating facilities, and performs related duties as required

ESSENTIAL DUTIES

- Assigns and monitors the work activities of personnel engaged in the operation and maintenance of boilers, pumps, or heating, ventilation, air conditioning refrigeration and related equipment
- Inspects pumping units, electric generating units, boilers, or heating, ventilating, air conditioning refrigeration and related equipment to ascertain their working condition and determine maintenance and repair needs
- Supervises and adjusts facility and equipment controls to meet varying load conditions and to promote safe, economical, and dependable operation
- Supervises and participates in the starting and shutting down of major units as a safeguard to equipment
- Implements safety and training programs to improve maintenance and repair skills of trades personnel
- Changes and supervises the changing of charts on all recording instruments to supply data and maintain a record of operation for statistical purposes and as a guide to increase efficiency and to forecast breakdowns in equipment
- Performs emergency repairs on equipment
- Orders and records receipt of supplies and materials and logs repair and replacement activities performed on equipment
- Receives, stores, and/or handles industrial chemicals (e.g., liquid chlorine, fluorosilicic acid, aluminum sulfate liquid), as required
- Oversees and/or works with contractors performing construction work and various equipment maintenance and repair projects, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of work experience in the operation and maintenance of high pressure boilers, pumping units, and related mechanical equipment, of which one year is in a supervisory role related to the responsibilities of the position

Licensure, Certification, or Other Qualifications

- A valid Stationary Engineer's license as issued by the City of Chicago is required
- Certification as a Universal technician as required by 40CFR part 82 subpart F of the EPA

- Some positions may require a valid State of Illinois Driver's License depending on department assignment

WORKING CONDITIONS

- General office, industrial and plant environment
- Exposure to loud noise
- Exposure to extreme temperatures
- Exposure to hazardous materials, chemicals, fumes or dust
- Exposure to oily or wet environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Two-way radio
- Tools used in the repair and maintenance of heating and cooling equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Testing and monitoring equipment

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 50 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools
- Ability to operate applicable hand tools, power tools, and equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Advanced knowledge of:

- *safety principles, methods, practices, and procedures
- *use of steam, electric heating, and cooling equipment
- *tools and instruments used in repairing heating and cooling equipment
- *routine testing and inspection activities related to boiler operations
- *operation of switches, circuit breakers, motors, and pumps

Considerable knowledge of:

- *building and facility maintenance and repair methods, practices, and procedures

Moderate knowledge of:

- *supervisory methods, practices, and procedures
- maintenance control center operations and functions

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Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Operating Engineer - Group A class

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
 - *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
 - *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
 - SYSTEMS EVALUATION - Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system
 - *EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
 - EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
 - *OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly
 - *TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it
- Other skills as required for successful performance in the Operating Engineer - Group A class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Operating Engineer - Group A class

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Operating Engineer - Group A class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resource
May, 2012

Working Conditions updated: August, 2016