



Code: 7747
Family: Operational Engineering
Service: Operation and Construction
Group: Steam and Operation Engineering
Series: Stationary Plant Operation

CLASS TITLE: CHIEF OPERATING ENGINEER

CHARACTERISTICS OF THE CLASS

Under direction, supervises and directs activities related to the operation and maintenance of City buildings, institutions, or plants which operate large steam or electric pumping, power generating, heating, and air conditioning systems, and performs related duties as required

ESSENTIAL DUTIES

- Coordinates, plans, and assigns work schedules to personnel engaged in the operation and maintenance of various City facilities
- Ensures adequate coverage on shifts to meet varying workload conditions
- Supervises and directs the inspection and repairs of pumping units, power generating machinery, boilers, and related equipment
- Estimates equipment and material needs for repairs and replacements and prepares requisition materials as necessary
- Directs interior and exterior facility housekeeping and maintenance
- Supervises preventative maintenance work on equipment
- Maintains appropriate building temperature levels
- Participates in the preparation of the annual facility budget
- Meets and confers with City department managers to ensure that facility maintenance and custodial services are provided in an effective and efficient manner
- Supervises the operation, repair, and maintenance of heating, ventilating, air conditioning, and related equipment including issuing hot work permits for welding if required
- Manages contracts relating to the repair and maintenance of mechanical equipment by contractors or private vendors, as required
- Develops Standard Operating Procedures (SOPs), as required
- Maintains daily operating reports and records
- Ensures proper staffing is maintained to provide a twenty-four (24) hour operation
- Performs administrative duties by making schedules, logs, and memorandums

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

- Four years of work experience in the operation and maintenance of high pressure boilers, pumping units, and related mechanical equipment, of which two years are in a supervisory role related to the responsibilities of the position

Licensure, Certification, or Other Qualifications

- A valid stationary engineer's license 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, scanner)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Two-way radio
- Testing and monitoring equipment

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 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

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

Comprehensive 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

Advanced knowledge of:

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

Considerable knowledge of:

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

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

Other knowledge as required for successful performance in the Assistant Chief Operating Engineer 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
 - MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
 - *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
 - *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
 - *TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it
- Other skills as required for successful performance in the Assistant Chief Operating Engineer 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 Assistant Chief Operating Engineer 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 Assistant Chief Operating Engineer class

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 Resources
(Valtera Corporation)
August, 2010

Working Conditions updated: August, 2016