

POSTING IS REQUIRED

Classification Notice No. 1368

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: October 3, 2012
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding DIA Stationary Engineer (621-J).

This class was created as a result of a city-wide study of the Master Trades Worker classification. The study revealed a need at DIA's Central Utility Plant for a specific Stationary Engineer classification. Employees working at the plant had historically been classified as either HVAC Mechanics or Master Trades Workers, and neither class accurately described nor compensated these positions. It was decided that since the work performed by these employees was best described as a Stationary Engineer, a specific class should be written that would accurately describe the position when recruiting and would also more accurately compensate them.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CJ2734	DIA Stationary Engineer	621-J (\$49,441 - \$72,184)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday October 18, 2012 9:00 a.m.** in the CSA Board Room, Room 4.1.4, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Wednesday, October 17, 2012**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5609 no later than noon on **Tuesday, October 16, 2012**.



Career Service Authority

DIA Stationary Engineer

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GENERAL STATEMENT OF CLASS DUTIES

Performs full performance journey level work operating, maintaining and repairing large scale boiler systems and chillers (15,000 tons cooling/ 180 Mbtu/h heating) and auxiliary equipment for the 24/7/365 DIA Central Utility Plant and satellite plants.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the HVAC Mechanic class that performs full performance skilled trades level work in the maintenance, repair, and installation of a variety of HVAC equipment requiring journey level certification. It is also distinguished from the Building Engineer class that performs full performance level work in the daily operation, maintenance, and repairs for a City facility's plumbing, electrical, HVAC and other building systems.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

None.

ESSENTIAL DUTIES

Operates, maintains and repairs large scale boiler systems and chillers (15,000 tons cooling/ 180 Mbtu/h heating) and auxiliary equipment for the DIA Central Utility Plant and two satellite plants.

Utilizes computers and associated software to operate system controls.

Performs minor troubleshooting, repairs and maintenance on system equipment.

Uses and maintains tools and equipment common to the trade.

Answers calls regarding temperature fluctuations, leaks, smells, noise, etc. and follows up when problem is resolved.

Works with contractors on major repairs or installations as required.

Maintains records and prepares reports; and estimates materials, labor, and equipment costs.

Performs general plant maintenance and repair.

Observes all common safety practices.

Works all shifts including nights, weekends and holidays.

Supports snow removal duties.

Performs other related duties as assigned.

Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Engineering and Technology – Knowledge of engineering concepts, principles, and practices, and of equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology, and other applications.

Industrial Equipment Operation – Knowledge of principles and methods for operating industrial equipment.

Building and Construction – Knowledge of materials, methods, and the appropriate tools to construct objects, structures, and buildings.

Mechanical – Knowledge of machines and tools, including their designs, installation, uses, repair, and maintenance.

Design – Knowledge of developing, producing, understanding, and using plans, blueprints, models, and maps, including the use of tools and instruments to produce precision technical drawings.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Technical Problem Solving – Troubleshoots, diagnoses, analyzes, and identifies systems malfunctions to determine the source and cause of the problem.

Reading – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Oral Communication – Expresses information (for example, ideas or facts) to individual or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Spatial Orientation – Knows one's location in relation to the environment; determines where other objects are in relation to one's self (for example, when using a map).

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Lifting: Raising or lowering an object over 50 pounds.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Crawling: moving about on hands and knees or hands and feet.

Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hands.
Fingering: picking, pinching, or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: Making frequent movements with a part of the body.
Far acuity: ability to see clearly at 20 feet or more.
Near acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Working Environment:

Exposure to extreme temperature changes.
Exposure to noise sufficient enough to cause distraction or possible hearing loss.
Exposure to hazardous conditions where there is danger to life, body, or health.
Exposure to hazards from electro/mechanical/power equipment.
Subject to injury from moving parts of equipment.
Subject to varying and unprecedented situations.
Subject to pressure for multiple calls, inquiries, and interruptions.
By position, subject to burns and cuts.
By position, subject to frequent contact with water or other liquids.

Education Requirement:

Graduation from high school, or possession of a GED Certificate.

Experience Requirement:

Four (4) years in stationary engineering work consisting of a minimum of three (3) years operating high-pressure steam boilers producing over 10 hp and steam pressure over 15 p.s.i. or water heating boilers when the water temperature exceeds 250 degrees F in the system, and minimum of one (1) year operating refrigeration Equipment requiring an operator per Chapter 1, Denver Building Code.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

City & County of Denver Stationary Engineer Certification by completion of probationary period.

-OR-

City & County of Denver Refrigeration Operator Certification AND Boiler Operator A Certification by completion of probationary period.

Environmental Protection Agency (EPA) CFC Universal Technician Certificate by completion of probationary period.

Possession of a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: xx/xx/2012

ESTABLISHED BY: Tony Gautier

REVISED DATE: N/A

REVISED BY: N/A

CLASS HISTORY This is a new class.