

### **AFSCME CLASSIFIED JOB POSTING (Unit 202)**

**POSITION AVAILABLE:** Plant Maintenance Engineer (PCN #00748650)

**CLASSIFICATION:** Plant Maintenance Engineer (Job Code 000525)

**CLOSING DATE FOR APPLICATIONS:** June 3, 2019

**STARTING DATE:** July 10, 2019 (approximate)

**EMPLOYMENT CONDITION:** Full-Time, Unlimited

Monday through Friday - 6:00 a.m. to 2:30 p.m.

(Includes two 15-minute paid rest breaks; one 30-minute unpaid meal break)

Eligible for Full Benefit Package and Insurance Benefits

**SALARY RANGE:** \$24.29 to \$28.02 Per Hour

#### **DESCRIPTION OF DUTIES:**

The purpose of this position is to oversee and perform the technical operations maintenance of all ATCC buildings to include roofs, heating, cooling, electrical, and plumbing systems in a safe and efficient manner. Work will be completed with a proactive approach to ensure all equipment and systems function with minimal problems, failures and breakdowns. *This is an essential service position and may be required to respond to emergency events outside of scheduled hours and record all incidents on a daily status report.*

This person will report directly to the Building Maintenance Supervisor.

#### **MINIMUM QUALIFICATIONS:**

**Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.**

- **Possession of a valid State of Minnesota Boiler's License – First Class C or higher** (ATCC Boiler systems are dual fuel (natural gas/fuel oil) hot water boilers.)
- Ability to oversee all HVAC and plumbing operations so that state and local codes and requirements are met.
- Knowledge of procedures and practices of building HVAC systems, system installation methods, operation procedures and HVAC system control strategies and material and equipment utilized in the process.
- Knowledge of the principles of state heating and ventilating codes, OSHA and computerized HVAC control systems.
- Knowledge of the occupational hazards of the mechanical systems and the necessary safety precautions.
- Valid State of MN Class D Driver's License
- Computer Skills sufficient to check e-mail, complete e-timecard, retrieve computer-generated assignments from facilities software, ability to operate building automation system software, and ability to type simple documents in Word, Excel, etc.

#### **PHYSICAL REQUIREMENTS:**

- Ability to perform physical requirements of the job including: walking, standing, stooping, squatting, lifting up to 50 lbs., reaching above the shoulder level, bending, pushing, pulling, carrying, climbing/balancing.
- Ability to perform repetitive motions with various types of equipment and tools on a regular basis.
- Ability to work in conditions and physical surroundings which may include working both indoors and outdoors, areas which have noise/vibrations, dusty/poorly ventilated, work from ladders or platforms

#### **PREFERRED QUALIFICATIONS:**

- Ability to use a building automation system (such as Automation Logic) to monitor, perform basic functions, respond to alarms, and take corrective action
- Possession of a valid State of Minnesota Boiler's License – Chief Class C
- 3 years of documented experience on leading a successful HVAC team
- Knowledge and skills of electrical systems/repair
- OSHA 10 Certification
- Training on Fulton Advantage Dual Fuel Boilers

- Knowledge and skills in plumbing systems
- Refrigeration License
- Asbestos Worker Certification
- Experience in assisting trades in remodeling and new construction
- Ability to read and interpret blueprints and technical manuals

***NOTICE:*** *In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college business who use a rental or state vehicle shall be required to conform to Minnesota State's vehicle use criteria and consent to a Motor Vehicle Records check.*

**APPLICATION PROCEDURE:**

**Applications will be accepted on a competitive basis through the Careers website: [www.mn.gov/careers](http://www.mn.gov/careers).**

Search for **Job ID 32657**

***(NOTE: State of MN employees can access this link through the Employee Self Service and clicking on Careers.)***

Contact Annette Pavek @ 320-762-4411 or [employment@alextech.edu](mailto:employment@alextech.edu) for more information.

Affirmative Action/Equal Opportunity Employer

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This information can be made available in alternative formats to individuals with disabilities by calling 651-259-3637 or 651-282-2699 (TTY).



- Must be able to access boiler inspection manholes.

*Priority: Essential*  
*Percent of Time: 30%*

**2. Perform cooling system maintenance to include operation of air conditioner, seasonal startup and cleaning of chillers, adding of chemicals for proper water treatment, maintain constant seasonal room temperatures, change filters, clean coils, troubleshoot refrigerate solenoids and dampeners. Work will be completed with a proactive approach to ensure all equipment and systems function with minimal problems, failures and breakdowns.**

- Trouble shooting HVAC, rooftop units and refrigeration equipment
- Maintain electronic PM log on all equipment
- Perform maintenance on equipment and systems as scheduled

*Priority: Essential*  
*Percent of Time: 20%*

**3. Initiate and implement efficient and effective preventive maintenance schedule/program with the use of work order based software to ensure all equipment and systems function with minimal problems, failures and breakdowns.**

*Priority: Essential*  
*Percent of Time: 5%*

**4. Perform maintenance of air handlers to include oil, grease, install motors, change belts and filters to ensure all equipment and systems function with minimal problems, failures and breakdowns.**

- Maintain electronic PM log on all equipment
- Perform maintenance on equipment and systems as scheduled

*Priority: Essential*  
*Percent of Time: 20%*

**5. Perform maintenance of air exchanger to include oil, grease, install motors, and change filters to ensure all equipment and systems function with minimal problems, failures and breakdowns.**

Operation of control system;

- Scheduling
- Responding to alarms
- Monitoring for service needed
- Maintain compliance with electronic air sampling and calibration

*Priority: Essential*  
*Percent of Time: 10%*

**6. Perform plumbing repair of restroom fixture leaks in sinks, toilets, urinals, stools, and faucets to maintain and ensure a functioning facility for all staff, faculty and students.**

- Water softeners
- Water heating systems
- Regular compliance checks and record keeping for backflow preventers

*Priority: Essential*  
*Percent of Time: 10%*

- 7. Receive daily projects and assignments by checking e-mail, phone mail and respective mailbox in the employee lounge at the beginning of and periodically throughout the shift to ensure adequate communications. Other assignments may also include additional support duties to the Facilities Department staff, including snow removal.**

*Priority: Essential*  
*Percent of Time: 5%*

*Priority: Essential*=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; *Secondary*=if not essential, then responsibility is secondary.

## **KNOWLEDGES, SKILLS, AND ABILITIES:**

### **Minimum Qualifications:**

- **Possession of a valid State of Minnesota Boiler's License – First Class C or higher** (ATCC Boiler systems are dual fuel (natural gas/fuel oil) hot water boilers.)
- Ability to oversee all HVAC and plumbing operations to ensure state and local codes and requirements are met.
- Knowledge of procedures and practices of building HVAC systems, system installation methods, operation procedures and HVAC system control strategies and material and equipment utilized in the process.
- Knowledge of the principles of state heating and ventilating codes, OSHA and computerized HVAC control systems.
- Knowledge of the occupational hazards of the mechanical systems and the necessary safety precautions.
- Valid State of MN Class D Driver's License
- Computer Skills sufficient to check e-mail, complete e-timecard, retrieve computer-generated assignments from facilities software, ability to operate building automation system software, and ability to type simple documents in Word, Excel, etc.

### **Physical Requirements:**

- Ability to perform physical requirements of the job including: walking, standing, stooping, squatting, lifting up to 50 lbs., reaching above the shoulder level, bending, pushing, pulling, carrying, climbing/balancing.
- Ability to perform repetitive motions with various types of equipment and tools on a regular basis.
- Ability to work in conditions and physical surroundings which may include working both indoors and outdoors, areas which have noise/vibrations, dusty/poorly ventilated, work from ladders or platforms

### **Preferred Qualifications:**

- Ability to use a building automation system (such as Automation Logic) to monitor, perform basic functions, respond to alarms, and take corrective action
- Possession of a valid State of Minnesota Boiler's License – Chief Class C
- 3 years of documented experience on leading a successful HVAC team
- Knowledge and skills of electrical systems/repair

- OSHA 10 Certification
- Training on Fulton Advantage Dual Fuel Boilers
- Knowledge and skills in plumbing systems
- Refrigeration License
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- Experience in assisting trades in remodeling and new construction
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## **RELATIONSHIPS:**

**This position reports to:** Building Maintenance Supervisor

**This position provides lead work to:** Plant Maintenance Engineer Helper

**This position supervises:** 1-2 Work Study Students

**Internal and External Clientele and Purpose of Contact:** This person requires the ability to work well with others and will be asked to interact with all customers within the college, both external and internal, in a variety of situations. Excellent oral and written communication skills will also be necessary in order to carry out duties as well as the ability to perform as a lead worker to the Plant Maintenance Engineer Helper position.

## **PROBLEM SOLVING:**

The ability to problem solve is an important element of this position. This person will need to perform tasks assigned in connection with plant maintenance needs to ensure the building systems are heating, cooling, plumbed properly, and functioning at peak performance. When difficult situations arise and high costs are involved, creativity is needed to come up with immediate fixes and then consult with the supervisor to determine permanent solutions. This position will also require a person who is self-motivated.

## **FREEDOM TO ACT:**

### **Decisions Position Makes and Decisions Referred to High Authority:**

This position will have considerable freedom to act within the parameters of the job description. This position will prioritize assigned work orders and determine the best time to maintain and service equipment to minimize interference or disruption to employees, students or others. In order to respond quickly, this person needs to be able to make decisions and set priorities with minimal supervision. The immediate supervisor will be readily available, but in the event he/she cannot be reached, the Physical Plant Director or an administrator can be contacted for assistance.

All employees must comply with department and institution procedures and policies, Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This employee is expected to conduct himself/herself in a professional and customer service-based manner at all times to promote a harassment-free environment. All communications and interactions with internal and external customers are to be conducted with courtesy and respect.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*

*Minnesota State is an Equal Opportunity employer/educator committed to the principles of diversity.*

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