

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

# Plant Operations Manager 1

---

---

## Definition

Directs skilled trades workers maintaining and repairing buildings and grounds, operating power plants, and providing security and fire protection for an agency with a limited number of buildings, facilities, and technical operational problems; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

## Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Inspects buildings, grounds, and equipment used by facility; determines immediate and long-range needs for maintenance and repair work; consults with administrative supervisor on priorities for major projects; evaluates labor, material, and related costs for altering existing facilities and equipment and prepares plans, specifications, and reports.

Analyzes and prepares regular and periodic reports about operational and maintenance costs.

Schedules and coordinates work projects; inspects work in progress and upon completion for compliance with standards; provides technical guidance and assistance as required.

Requisitions necessary materials, supplies, parts, and tools required and controls storage and use.

Inspects premises to determine compliance with Occupational Safety and Health rules and regulations; recommends changes and prepares reports.

Trains personnel in fire safety techniques; schedules drills and evaluates performance effectiveness.

Confers with agency program personnel about requested alterations and revisions of facilities; provides technical guidance and assistance on costs, feasibility, and alternatives.

Confers with sales representatives and evaluates new or different products used in operational programs; recommends purchase of new or different products.

## Competencies Required

Knowledge:

- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Building and Construction – Materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

- Customer Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Design – Design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Engineering and Technology – The practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and applications.

**Abilities:**

- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Written Comprehension – Read and understand information and ideas presented in writing.

**Skills:**

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination – Adjusting actions in relation to others' actions.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Speaking – Talking to others to convey information effectively.

**Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Six years of full-time skilled trades work experience in the construction, maintenance, and repair of residential and commercial buildings or the operation, maintenance, and repair of commercial equipment to produce power, heat, and refrigeration, three years of which must be in a supervisory capacity.

- 2) Six years of full-time work experience in the inspection of commercial or residential buildings for compliance with local, state, and federal building and safety codes.
- 3) Six years of full-time work experience in preparing engineering or architectural plans and specifications for commercial or residential buildings.
- 4) Six years of full-time work experience in water treatment, water distribution, wastewater treatment, or water disposal and pollution control.
- 5) A total of six years of education and/or full-time experience (as described in numbers one through three), where thirty semester hours of accredited college or university course work in structural, civil, electrical, or mechanical engineering equals eighteen months of full-time experience.
- 6) Current, continuous experience in the state executive branch that includes experience equal to one year of full-time work as a Maintenance Repairs Supervisor or Power Plant Engineer 4.
- 7) Current, continuous experience in the state executive branch that includes experience equal to two years of full-time work as a Carpenter 2, Electrician 2, Plumber 2, Maintenance Repairer, Water & Disposal Plant Operator 2, or Power Plant Engineer 3.

**Notes**

Within a period of time after hire, as determined by the appointing authority, employees in this class may be required to obtain a Commercial Driver's License (CDL) and endorsements.

*Effective date: 11/20 SA*