

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

**PLANT OPERATIONS MANAGER 3**

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**DEFINITION**

Directs through subordinate supervisors a complete range of buildings and ground maintenance and repair, power plant operations, security and fire protection for an agency with a large number of buildings, facilities and premises and resultant operational problems; performs related work as required.

**The Work Examples and Competencies listed 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 a subordinate staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Inspects buildings, grounds and equipment utilized in the facility to determine operating condition and need for immediate and long-range repair and maintenance.

Confers with department heads, program officials and planning committees relative to proposals for altering, repairing and constructing facilities; develops preliminary plans, specifications and cost estimates.

Confers with and coordinates the work activities of lead and supervisory personnel who supervise on-going projects; inspects work in progress and upon completion for conformance to standards.

Requisitions materials, supplies and equipment required to complete projects; confers with sales representatives and evaluates new or different products utilized in operational programs; recommends the purchase of new or different products based on efficiency and economy considerations.

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

Directs and trains agency personnel in fire safety techniques and methods; schedules fire drills and evaluates performance effectiveness.

**COMPETENCIES REQUIRED**

Knowledge of the principles of supervision.

Knowledge of State and Federal Occupational Safety and Health rules and regulations as related to plant safety.

Knowledge of fire prevention methods and fire fighting techniques.

Knowledge of budgeting principles and methods and budget reporting systems.

Knowledge of management principles and techniques.

Knowledge of carpentry, painting, electrical, steamfitting, plumbing, refrigeration and related building trades work.

Knowledge of boiler plant operations including feed-water treatment, distribution, lubrication, heat transmission and radiation.

Knowledge of computerized building automation systems.

Ability to plan, organize, control, and effectively supervise the work of subordinates.

Ability to negotiate for repair and maintenance services with contractors and service companies.

Ability to inspect utility systems, buildings, equipment, plants and grounds for effective and economical operation and to recommend corrective action.

Ability to make cost and budget analysis and project operating costs.

Ability to read and interpret blueprints, diagrams and drawings for buildings, utility systems and related facilities.

Ability to learn the repair, maintenance and installation of fire protection systems.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Ten years of full-time diversified skilled trades experience, two years of which were at the managerial level in the construction, maintenance and repair of residential and commercial buildings; or the operations, maintenance and repair of mechanical and electrical equipment utilized to produce commercial power, heat and refrigeration;

OR

ten years of full-time experience in the technical inspection of commercial and/or residential buildings for compliance with local, state and federal building and safety codes;

OR

ten years of full-time technical experience in preparing engineering and/or architectural plans and specifications for commercial and residential buildings;

OR

an equivalent combination of education and experience substituting 30 semester hours of accredited post high school education in structural, civil, electrical or mechanical engineering for each year of the required experience; (no substitution for two years of full-time job related experience);

OR

employees with current continuous experience in the state executive branch that includes one year of full-time work as a Plant Operations Manager 2;

OR

employees with current continuous experience in the state executive branch that includes twenty-four months of full-time work as a Plant Operations Manager 1 or Mechanical Maintenance Supervisor;

OR

employees with current continuous experience in the state executive branch that includes forty-eight months of full-time work as a Maintenance Repairs Supervisor.

#### **SPECIAL REQUIREMENT**

Within a period of time as determined by the appointing authority, certain employees in this class may be required to obtain a Fire Sprinkler Installer and Maintenance License in accordance with Chapter 100D, Iowa Code.

Effective Date: 04/10 DDF