

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
PLANT OPERATIONS MANAGER 2

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**DEFINITION**

Manages through subordinate supervisors a complete range of buildings and grounds maintenance and repair, power plant operations, security and fire protection for an agency with an intermediate 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 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.

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 basic principles of supervision.

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 state and federal Occupational Safety and Health rules and regulations as related to plant safety.

Knowledge of fire prevention methods and firefighting techniques.

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

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

Ability to make cost 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**

Experience equal to eight years of full-time work in the construction, maintenance and repair of residential and commercial buildings, or the operation, maintenance and repair of commercial equipment for the production of power, heat and refrigeration, four years of which must be in a supervisory capacity;

OR

experience equal to eight years of full-time work in the inspection of commercial or residential buildings for compliance with local, state and federal building and safety codes;

OR

experience equal to eight years of full-time work in preparing engineering or architectural plans and specifications for commercial or residential buildings;

OR

an equivalent combination of education substituting thirty semester hours of accredited post high school education in structural, civil, electrical or mechanical engineering for each year of the required experience, with no substitution for two years of the supervisory experience;

OR

employees with current continuous experience in the state executive branch that includes one year of full-time experience as a Plant Operations Manager 1;

OR

employees with current continuous experience in the state executive branch that includes two years of full-time experience as a Maintenance Repairs Supervisor or Power Plant Engineer 4.

### **SPECIAL REQUIREMENTS**

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.

Designated positions in this job class require applicants to obtain the required Commercial Driver's License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 04/10 DDF