

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: NEW POSITION EXISTING POSITION
(allocated)

PART I - Position Information. Items 1 through 12 to be completed by department

1. Agency Name: Kansas State University	9. Position Number W0006911	10. Department ID 36700 60130
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2. Employee Name (leave blank if position vacant) Michael Bergen	11. Present Class Title (if existing position) Building System Technician
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3. Division Vice President for Administration & Finance	12. Proposed Class Title
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4. Section
Division of Facilities

5. Unit
Power Plant & Utilities

6. Location (address where employee works)	
City Manhattan	County Riley

7. Type of Appointment (Circle)

<input checked="" type="radio"/> Full time	<input type="radio"/> Part time	<input type="radio"/> 100%
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School:

Limited Term ending date (if applicable):

H	13. Allocation	<i>Building System Technician</i>	
U	Supervisory Status: yes <input type="radio"/> no <input checked="" type="radio"/>	FLSA Code:	<i>nonexempt</i> / <i>exempt</i>
M			
A			
N			
<hr/>			
	14. Effective Date:	<i>1/28/02</i>	
R	15. By: <i>MB</i>	Approved:	<i>[Signature]</i>
E			
S	16. Audit(s):		
O	Date:	By:	
U	Date:	By:	
R			
C	17. Position Review(s)		
E	Date:	Date:	
S	Date:	Date:	

8. Regular hours of work: (enter appropriate time)
FROM: VARIOUS TO: VARIOUS Because of rotating shift assignments.

PART II - Organizational Information. To be completed by department head or supervisor of the position

- 18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)**
- This position exists to provide operating and maintenance support in the Power Plant operation in order to fulfill its mission of providing uninterrupted utility service to the campus.
- b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.**

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)

Name Delvin Winfough	Title Electronic Control Center Technician	Position Number W0006924
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List other individuals who may provide input for evaluation purposes.

Name Martin Snyder	Title Physical Plant Supervisor <i>M. Snyder</i>	Position Number W0006932
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- 20. a) How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.**
- a) Reasonable latitude is allowed in completion of tasks. Operators are not closely supervised on a full-time basis.
- b) Initial instructions concerning procedures, policies, and standards are presented; follow-up instructions concerning maintenance procedures, occupational safety, special assignments, changes in policies and procedures, location of manuals, and changes in Power Plant equipment are available as needed. Workshops and seminars are made available concerning equipment, methods, and safety measures.
- c) Assignments are not given in detail. Work schedules are given one week in advance for personal scheduling of night, weekend, and holiday assignments, not being definite due to illness or other unexpected occurrences.

21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***how** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. **OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.**

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

No. % E or M

1 40% E Operate a high-pressure steam plant to supply steam to campus systems, chiller plant, and auxiliary systems, by proper control of boilers and associated support equipment. Operate a high voltage generation plant to supply electricity to campus system by proper control of electrical generators and all associated equipment. Operate water, oil, high-pressure gas, and high voltage electrical systems. Monitor gauges, alarms, and charts; maintain operating log sheets, interpret changes, and make adjustments to steam volume controls; energize power supply amperage, fuel supply, volume controls, pressure controls, combustion air controls, city water pumps, feed water pumps, transfer pumps, oil pumps, chemical feed pumps, water softeners, emergency generator, air compressors, air dryers, pneumatic controls, electronic controls, and all related equipment required.

Make rounds of powerhouse at regular intervals in order to observe and adjust equipment, and complete housekeeping tasks and minor repairs as required. Complete all other duties as assigned by supervisors. May provide on-the-job training to new employees and serve as a lead worker to student employees. Work is reviewed for results achieved. Operate various state vehicles for transportation to job sites.

2 45% E Maintain a high pressure steam plant and systems by troubleshooting and making upgrades and repairs to plumbing, valves, and piping to steam, chilled water, and chemical systems. This includes repairs to boilers, piping systems, steam traps, force draft blower fans, steam driven pumps, electrical driven pumps, water softeners, deaerator tanks, air compressors, air dryers, current transformers, pneumatic controls, and electronic controls. This is accomplished by the use of schematics, blueprints, monitoring computers, pipe wrenches, pipe cutters, pipe threading machine, wrenches, bearing pullers, acetylene torch, welder, voltmeter, test equipment, hand tools, and power tools used in building mechanical, plumbing, and electrical trades. Maintain a high voltage generation plant to supply electricity to campus systems by troubleshooting, replacement, and repair of equipment, chart recorders, alarm systems, emergency diesel generator, steam turbines, generators, switchgear, and cooling tower equipment. This is accomplished using blueprints, schematics, electrical test equipment, hand tools, and power tools used in mechanical and electrical trades. Work is reviewed for results achieved.

3 15% E Maintain campus boilers, hot water systems, condensate systems, cooling towers, and chemical feed systems by upgrading, replacing, and repairing of valves, check valves, steel piping, copper piping, plastic piping, boilers, feed pumps, condensate pumps, chemical pumps, cooling tower chemical feed systems, and boiler chemical feed systems. This is accomplished by the use of pipe wrenches, electrical test equipment, hand tools, and power tools required in plumbing, electrical, and mechanical building trades. Test and treat boiler and cooling tower water and hot and cold system for the campus and Power Plant. Work is reviewed for results achieved.

Asbestos Worker I certification is voluntary for those hired before November 1, 2001 on an individual basis. Should incumbent choose to participate, tasks may require use of a respirator in order to handle chemicals and enter containment areas, to ensure worker safety. Asbestos Worker I certification is utilized in order to perform maintenance in the plant area to ensure continued awareness/safety of faculty, staff, students, and employees of the university.

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22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
() Lead worker: Assigns, trains, schedules, or oversees work of others.
() Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.
() Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.
- b) List the class titles and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
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Student employees (5-6)	
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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
() Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
() Major program failure, major property loss, or serious injury or incapacitation.
(X) Loss of life, disruption of operations of a major agency.

Please give examples and describe consequences of action.

An error in action or decision could cause a boiler explosion, which would destroy the Power Plant, close down the University, and cause loss of life or serious injury to the health and welfare of others. Shut down of this agency would cause loss of vital information being programmed into computers for campus business, instruction, and scientific research.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts are made on a daily basis with delivery firms, company representatives, students and faculty, inspectors, technicians, and other employees.

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25. a) What hazards, risks, or discomforts exist on the job or in the work environment?

The work environment has high temperatures, humidity, uncomfortable positions, and dirty, badly lit places. Chemicals are handled daily, the risk of fire or explosion nearly constant, always present high voltage (4,160 volts), scalding and burns a never-ending threat, with occasional risks of falling or being struck by falling objects. Air pollution by asbestos fibers.

- b) Describe any methods, techniques, procedures, or equipment that must be used to ensure safety for equipment, employees, clients, and others.

Personal protective equipment is provided for unsafe situations along with continued safety reminders and training. Seat belt use while operating state vehicles is mandated. Barricades are utilized to keep unauthorized personnel away from potential danger during emergency situations. Safely operating a motor vehicle is required.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

Daily

Electrical test equipment

Welding equipment

Pipe threading machine

All hand tools as well as winches

Power tube cleaners

High pressure washers

Forklift

Chemistry testing apparatus

Steam turbines

Electrical generators

Switch gear

Boilers

Chillers

Pickup truck

Power tools

Measuring devices

Alignment tools

Jacks

Portable air compressor

Pallet jack

Hand-held computer program box

Lathe

Megameter

Volt meter

Drills

PART III - Education, Experience, and Physical Requirements Information

27. **MINIMUM REQUIREMENTS** as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29.)

Two years of
Journey/advanced level experience in building mechanical trades: electrical, electronics, plumbing, power plant operation, boiler operation, HVAC, electronic/pneumatic control repair. Education may be substituted for
the following

28. **NECESSARY SPECIAL REQUIREMENTS** *experience as determined relevant by the agency.*

a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.

Valid driver's license upon appointment. Completion of Class I Asbestos Worker certification and pass/maintain medical certification for respirator use during probationary period is required for incumbent if volunteered for asbestos program.

b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Work requires considerable physical exertion by moving materials/supplies weighing 50 pounds or more, unassisted, several times during the course of the work shift to complete assigned tasks; must be able to pass a physical exam for respirator use and possess the dexterity to enter boiler drums with limited 16" openings for inspection and maintenance.

29. **PREFERRED QUALIFICATIONS AND SKILLS**

a) List preferred education or experience that may be used to screen applicants.

Prefer high school graduate or equivalent and two years of experience in a power plant setting, including steam generation, chiller operation, and reading/calibrating all types of gauges and meters. Vocational technical training in mechanical systems or military training in boiler operation would be beneficial.

b) List preferred special knowledge, skills and abilities.

Prefer skill in the use of tools and the operation of machines and equipment commonly used in preventive maintenance and repair work.

30. **BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)**

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).