

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Supervising Stationary Engineer I

CLASS CODE: 3427

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification supervise and coordinate efforts of Stationary Engineers in order to operate and maintain stationary engines and mechanical equipment to ensure safe, continuous delivery of city services.

DISTINGUISHING CHARACTERISTICS:

This is a journey/advanced-level technical classification in the Maintenance Series – Stationary Engineer Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include supervising Stationary Engineers and subordinate staff.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions;

Signing performance plans and appraisals;

Resolving informal grievances or formal grievances at the first step; and

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Delegates daily work assignments related to HVAC systems and plumbing; prioritizes work.

Trains staff in proper operations and equipment to maximize safety.

Develops and directs preventative maintenance plan for equipment; schedules preventative maintenance of mechanical equipment and records such maintenance.

Reviews status and quality of work assigned; reviews repairs to ensure they are finished correctly.

Inspects mechanical equipment; assigns Mechanical Engineers to repair, clean and adjust mechanical equipment.

Monitors contractors to ensure proper completion of work.

Completes requisitions for supplies; may make recommendations for mechanical equipment replacement.

Resolves personnel and equipment problems; maintains records of action taken.

Responds to requests for service and inquiries and concerns of tenants.

May operate/monitor computerized systems such as SCADA or related equipment.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as a personal computer, HVAC systems and refrigeration manifold. Ability to repair complex equipment and machinery.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as fuel usage charts, chemical tests, meter readings, equipment records, blueprints, and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; requires the ability to perform mathematical operations involving basic algebra and geometry.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, fumes, noise extremes, machinery, vibrations, electric currents, toxic/poisonous agents, or pathogenic substances.

Physical Requirements:

Requires the ability to lift, carry, push, and pull moderately heavy objects and materials, twenty (20) to fifty (50) pounds, such as working on heavy machinery.

Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling in order to perform maintenance duties.

Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, sounds, odors and textures associated with job-related objects, materials and tasks, such as assessing problems in machinery.

EDUCATION AND EXPERIENCE STATEMENT:

Three (3) years of experience as a licensed Stationary Engineer; or an equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS:

Possess and maintain all of the following while employed by the City of St. Louis:

- current Stationary Engineer's License (Class 1) issued by the City of St. Louis
- valid Missouri driver's license.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.