

Civil Division: Oneida-Herkimer Solid
Waste Management Authority
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 04/20/11

ENERGY RECOVERY FACILITY ASSISTANT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for assisting the Manager in the safe and efficient operation and maintenance of an energy recovery facility which burns solid waste to produce high pressure steam for heat and electrical power generation at the Oneida-Herkimer Solid Waste Management Authority. The work is performed under administrative direction of the Energy Recovery Facility Manager with wide leeway allowed for exercise of independent judgment in assigning the training plant maintenance and shift personnel. In the absence of the Manager, supervision is exercised over work of operating personnel engaged in plant and landfill operation, maintenance, and heavy equipment operation. An additional primary function of the incumbent in this position is to perform duties supervising all aspects of plant retrofit, periodic maintenance, maintenance and repair, and technical personnel training including responsibility for maintaining accurate inventory control. Supervision is exercised over the work of plant maintenance and operations personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists the Manager in operation of the plant to assure most efficient and economical use of equipment, supplies and personnel;
Prepares preventative time schedules and assigns personnel to perform specific maintenance and repair tasks;
Requisitions materials and ensures an adequate maintenance inventory of supplies and equipment;
Assists Manager in supervising landfill operations;
Prepares personnel, inventory, power output, equipment utilization, maintenance and repair records;
Supervises and assists in the maintenance and repair of high pressure stream boilers, electrical power generators and mechanical equipment;
Makes daily inspections of plant and plant machinery;
Assists in preparation of budget;
Supervises routine preventative maintenance and spare parts tracking and reorder system;
Ensures strict adherence to safety rules and regulations in operation and maintenance of plant equipment;
Assists plant maintenance personnel to make repairs;
Coordinates and supervises work of maintenance personnel and arranges for technical training and plant personnel;
Prepares reports on work progress, mechanical defects and repairs, and unusual occurrences requiring emergency action.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of operation and maintenance requirements of high pressure steam boilers, electric power generation and related plant equipment; thorough knowledge of the operation and maintenance of heavy motor equipment; thorough knowledge of occupational hazards and safety procedures concerned with operation of high pressure steam boilers; thorough knowledge of the tools and practices used in maintenance and repair of plant machinery and equipment; good knowledge of the principles and methods of safe refuse incineration and disposal; ability to plan, schedule and supervise a variety of plant operation and maintenance tasks; ability to keep records and make reports; ability to supervise, coordinate and review the work of operation and maintenance personnel in a manner conducive to optimum morale and productivity; ability to operate a variety of heavy equipment; ability to read and interpret technical manuals and specifications and diagnose mechanical and electrical problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in engineering or electrical technology and three (3) years of experience in the operation, repair, testing and preventative maintenance of high pressure steam heat or power generating plant machinery and equipment, two years of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in the operation, repair, testing, and preventative maintenance of high pressure stream heat or power generating plant machinery and equipment, two years of which shall have been in a supervisory capacity.

NOTE: If the position requires operation of a motor vehicle, then the following special requirement applies: Eligibility for an appropriate level New York State driver's license at time of application for appointment; possession of the license at time of appointment. This license must be maintained throughout appointment.