



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 525.4

Job Title: **CHIEF STATIONARY ENGINEER**

Pay Grade: 19

GENERAL SUMMARY:

Supervises the daily operation of a physical plant and maintenance of the building facility.

RESPONSIBILITIES:

- Supervises employees and outside contractors (if applicable) in the day-to-day operation and maintenance of heating and cooling operation systems.
- Develops and implements effective building maintenance programs, including daily and preventive operations.
- Ensures proper energy conservation and water treatment.
- Supervises the purchasing and inspection of equipment.
- Responsible for overall building systems, such as HVAC, plumbing, electrical, elevators and structural.
- May perform light building maintenance and/or repairs on door locks and knobs, plumbing, lights and other items as needed.
- Handles other assignments and projects as required.
- May maintain the contracts used in maintaining the systems/facilities.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED certificate, and a First Grade Stationary Engineer's license issued by the City of Houston.

EXPERIENCE:

Five years of practical experience in the operation and maintenance of boilers, air conditioning and/or refrigeration equipment are required; three years must be as a certified stationary engineer.

A Bachelor's degree in a Science of Engineering and two years of practical experience in the operation and maintenance of boilers, air conditioning and/or refrigeration equipment; or a United States Department of Labor diploma showing completion of a three year course, and one year experience as a Second Grade stationary Engineer or two years as a Third Grade Stationary Engineer may substitute the above experience requirement.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make coordinated eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Stationary Engineer Apprentice
Stationary Engineer
Chief Stationary Engineer

Effective: October 1990

Revised: August 1996