

MANAGER - HEATING OPERATIONS

Function of Job:

Under general direction of designated supervisor, to safely and efficiently operate and maintain the campus heat and hot water supply, including supervision of personnel and plant maintenance.

Characteristic Duties and Responsibilities:

1. Direct and supervise the work of boiler operators, mechanics, and other assigned personnel, including training in handling chemicals, boiler operation, controls/equipment repair and safety.
2. Manage installation, maintenance and repair of equipment such as boilers, turbines, pumps, and heat exchangers.
3. Order necessary supplies of fuel and purchase equipment and parts as needed.
4. Maintain machinery records; fuel and emissions management; EPA logs, chemical consumption, state boiler inspections, etc.
5. Direct preventive maintenance program for heating/hot water systems.
6. Prepare specifications, review bids, and supervise contractors.
7. Prepare and manage operating budget for heating plant.
8. Cooperate and work with State and insurance inspectors.
9. Perform other duties as directed.

Minimum Acceptable Qualifications:

1. Bachelor's degree in electrical/mechanical engineering.
2. Three years experience related to plant operation including at least a year of supervisory responsibility.
3. Working knowledge of boilers, plumbing, electrical, pipefitting, machine work.
4. Some knowledge of chemistry as applied to boiler room operations.
5. Knowledge of boiler codes and safety procedures.
6. Ability to comprehend and compile related technical reports.
7. Valid motor vehicle operator's license.
8. Ability to enter confined areas for inspections.

12/23/96

System Approval

12/23/96

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved as "Foreman - Heating Plant" and revised 12/11/80 to "Supervisor - Heating Plant."