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*Private Management for Public Facilities*

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## **Job Description**

**Position:** Plant Operator

**Department:** Maintenance

**Status:** Exempt

**Reports to:** Chief Engineer

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**SUMMARY:** Maintains in good working condition all Physical Plant equipment and executes repairs including mechanical, plumbing, electrical, pumps, boilers, chillers, and climate control systems; performs maintenance / cleaning of equipment by performing the following duties:

### **Essential Duties and Responsibilities**

- ❖ Repairs, maintains, and operates all facility systems and equipment.
- ❖ Adheres to company best practices in the monitoring and care of facility infrastructure and equipment.
- ❖ Completes, documents, and close preventative maintenance work orders in a timely fashion using SMGs proprietary maintenance management software.
- ❖ Forecast potential service disruptions and intervene during planned downtime.
- ❖ Implements corrective actions and solutions.
- ❖ Monitor and document daily physical plant operation.
- ❖ Executes emergency/temporary repairs to facility systems and infrastructure to avoid service interruption.
- ❖ Recommends supplies to order to supervisor.
- ❖ Follows procedures for use of Work Orders and SMG Maintenance Management systems.
- ❖ Familiar with code compliance regulations as they pertain to OSHA, TDLR and, municipal building code.
- ❖ Insure compliance by third party vendors with regards to scope and service agreement requirements.
- ❖ Performs other duties as assigned by Chief Engineer.

## **Education and/or Experience**

Graduation from high school or the equivalent, a minimum four (4) years experience in the operation and maintenance of large, modern, facility plant equipment, and either a boiler, plumbing, electrical, or HVAC certification. A relevant combination of either experience or certifications will be considered.

## **Supervisory Responsibilities**

This position has no supervisory responsibilities

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Knowledge, Skills and Abilities**

- ❖ Technical proficiency in the operation, maintenance, and repair of large scale facility equipment.
- ❖ Familiar with industry standards pertaining to frequency and documentation of preventative maintenance practices.
- ❖ Proficient with data entry including Microsoft office, web-based energy management systems and, maintenance management software.
- ❖ Strong communication skills required both verbal and written.
- ❖ Professional presentation, appearance, and work ethic.
- ❖ Ability to work with minimal supervision.
- ❖ **Ability to work irregular/extended hours including night, weekend and holiday duties as required.**

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to work both indoors and outdoors as required by the function. Must have the physical ability to maneuver around facility, at times, walking and/or standing up to 8-14 hours daily as well as the ability to frequently lift in the excess of 50 pounds. This position is also exposed to adverse conditions including inclement weather, noise fumes, heights, etc.

The company reserves the right to change or modify all job descriptions as needed. This description portrays in general terms the type and levels of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.

