

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

ENERGY RECOVERY FACILITY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for managing 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. This class differs from that of a Supervising Energy Recovery Facility Operation by virtue of greater management, supervisory and safety responsibilities. In addition, the nature of work performed requires the incumbent to be on call 24 hours a day. Work is performed under administrative direction of the Director of Operations with wide leeway allowed for exercise of independent judgment in assigning and training plant shift personnel. Supervision is exercised over the work of operating personnel engaged in plant and landfill operation, maintenance and heavy equipment operation. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs the operation of the plant to assure most efficient and economical use of equipment, supplies and personnel;
Prepares time schedules and assigns personnel to perform specific tasks on varying shifts;
Requisitions materials and maintenance inventory of supplies and equipment;
Directs and supervises landfill operations and truck weighing activities;
Supervises the preparation and maintenance of personnel, inventory, power output, equipment utilization, maintenance and repair records;
Supervises and assists in the maintenance and repair of high pressure steam boilers, electrical power generators and mechanical equipment;
Makes daily inspections of plant and plant machinery;
Assists in preparation of budget;
Develops and implements a routine preventative maintenance and spare parts tracking system;
Insures strict adherence to safety rules and regulations in operation and maintenance of equipment;
Assigns plant personnel to make repairs;
Coordinates and supervises work of subordinate shift supervisors and arranges for training of 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 the 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; thorough knowledge of the principles and methods of safe refuse incineration and disposal; ability to plan, schedule and supervise a variety of plant operating and maintenance tasks; ability to keep records and make reports; ability to supervise, coordinate and review the work of subordinate supervisors in a manner conducive to optimum morals 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 technology or electrical technology and four 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 six 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.

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.