

New York State Department of Civil Service
Division of Classification & Compensation

Tentative Classification Standard

Occ. Code 7512100

Heating Plant Equipment Specialist 1, Grade 19 7512100
Heating Plant Equipment Specialist 2, Grade 23 7512200
Heating Plant Equipment Specialist 3, Grade 25 7512300

Brief Description of Class Series

Heating Plant Equipment Specialists test, calibrate, repair, and modify heating plant equipment at facilities located throughout New York State and give recommendations and training in the operation and maintenance of those plants. The positions also work on the combustion control and instrumentation systems, and test, repair, and modify boilers and related equipment.

These positions are classified only at the Office of General Services.

Distinguishing Characteristics

Heating Plant Equipment Specialist 1: full performance level; under the general direction of a Heating Plant Equipment Specialist 2, reviews the operation and maintenance of combustion controls, instrumentation, boilers, burners, and auxiliary equipment of assigned heating plants statewide. The positions typically assist a Heating Plant Equipment Specialist 2 at large centralized heating plants or function independently at facilities other than large centralized heating plants.

Heating Plant Equipment Specialist 2: first supervisory level; under the general direction of the Heating Plant Equipment Specialist 3, supervises Heating Plant Equipment Specialists 1; and performs duties concentrated on the combustion control and instrumentation systems in large centralized heating plants.

Heating Plant Equipment Specialist 3: second supervisory level; under the general direction of higher-level staff, administratively supervises all Heating Plant Equipment Specialists 1 and 2 in the review of the operation and maintenance of combustion controls, instrumentation, boilers, burners, and auxiliary equipment of assigned heating plants statewide.

Illustrative Duties

Heating Plant Equipment Specialist 1

Reviews, calibrates, adjusts, repairs, and replaces components of centralized heating plants.

- Reviews energy usage statistics of assigned centralized heating plants and assists higher-level staff in determining which facilities to inspect.
- Inspects and repairs automatic ignition systems of oil and gas burners ensuring components are working and the burners function to the limits of the original design standards.
- Ensures efficient combustion and emission quality consistent with Department of Environmental Conservation permit standards.
- Inspects all types of combustion control signals.

Reviews and recommends changes in the heating plant's procedures for each facility's maintenance and operating personnel.

- Reviews results of each heating plant's physical inspection of its maintenance and operating program.
- Identifies maintenance and operation parameter schedules.
- Proposes maintenance procedures to be performed and reviews schedule for maintenance activity, recording of implementation and repairs, and listing of spare parts and cost.
- Participates in the instruction of the site's maintenance and operations personnel on combustion controls and instrumentation, burners, stokers, auxiliary equipment, the boiler water treatment system, and the oil treatment system.

Heating Plant Equipment Specialist 2

Performs all of the duties and responsibilities of Heating Plant Equipment Specialist 1.

Works with energy specialists, facility staff, and agency representatives to determine which facilities to inspect after review of pertinent energy usage statistics of assigned centralized heating plants.

- Reviews energy utilization analysis records to determine which facilities are using fuel at a lower than normal rate of efficiency, have unusually high maintenance

and operating cost, or have not efficiently reduced their fuel consumption sufficiently.

- Reviews schedule to determine which sites have been assigned for inspection on an annual geographical programmed basis.
- Schedules on-site visits, and notifies appropriate officials and offices.

Ensures efficient operation by visiting sites and reviewing, calibrating, adjusting, repairing, and replacing components of centralized heating plants.

Prepares reports including tracking sheets and reports for services provided.

Reviews, develops, and recommends changes in the heating plant's procedures for each facility's maintenance and operating personnel.

- Develops maintenance and operation parameters on equipment.
- Determines and records what type of maintenance is to be performed on which parts and the duration of intervals between such maintenance.
- Instructs the site's maintenance and operation personnel on combustion controls and instrumentation, burners, stokers, auxiliary equipment, the boiler water treatment system, and the oil treatment system.

Performs the full range of supervisory duties including approving leave and tracking time and attendance; identifying staff development needs; evaluating staff performance; and completing performance evaluations.

Heating Plant Equipment Specialist 3

Performs all of the duties and responsibilities of lower-level Heating Plant Equipment Specialists.

Identifies tools and testing equipment required to perform tasks, and ensures that equipment is properly calibrated and maintained.

Reviews travel vouchers, mileage reports, and other documentation submitted by Heating Plant Equipment Specialists 1 and 2.

Performs the full range of administrative supervisory responsibilities.

May meet with clients to discuss objectives and coordinate third-party energy programs.

Minimum Qualifications

Heating Plant Equipment Specialist 1

Open Competitive: six years of field experience testing, calibrating, repairing and modifying combustion control and instrumentation systems in a physical plant environment utilizing either steam boilers operating at one hundred pounds per square gauge (psig) or higher, or hot water boilers operating at 400 degrees Fahrenheit or higher. Substitution: associate's degree in engineering technology, mechanical technology, mechanical engineering, or mechanical engineering technology may substitute for two years of specialized experience; bachelor's degree or higher in these areas may substitute for four years of specialized experience.

Heating Plant Equipment Specialist 2

Promotion: one year of service as a Heating Plant Equipment Specialist 1.

Open Competitive: seven years of field experience testing, calibrating, repairing and modifying combustion control and instrumentation systems in a physical plant environment utilizing either steam boilers operating at one hundred pounds per square gauge (psig) or higher, or hot water boilers operating at 400 degrees Fahrenheit or higher. Substitution: associate's degree in engineering technology, mechanical technology, mechanical engineering, or mechanical engineering technology may substitute for two years of specialized experience; bachelor's degree or higher in these areas may substitute for four years of specialized experience.

Heating Plant Equipment Specialist 3

Promotion: one year of service as a Heating Plant Equipment Specialist 2.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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