

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

***Occ. Code 7520010***

**Plant Utilities Assistant, Grade 9**

Brief Description of Class

Plant Utilities Assistants perform semiskilled tasks in the operation, maintenance, and repair of mechanical and electrical equipment providing heat, hot water, ventilation, air-conditioning, and electrical distribution under direction of Plant Utilities Engineers in various State agencies.

Distinguishing Characteristics

*Plant Utilities Assistant:* as a semiskilled employee, performs the more routine, repetitive tasks in the operation, maintenance, and repair of a variety of heating, ventilation, air conditioning, and mechanical equipment inside and outside of a physical plant such as stationary steam or high temperature hot water boilers. Incumbents may also perform journey-level activities, under supervision, or after receiving detailed instructions, to learn and perfect their skills.

Generally, Plant Utilities Assistants work under the supervision of a Plant Utilities Engineer 1 or higher-level plant utilities position; in turn, they may supervise Facility Operations Assistants 1 (Utilities) and related labor class positions.

Related Classes

Facility Operations Assistants 1 (Utilities) perform a variety of routine unskilled and semiskilled manual tasks related to heating and/or air-conditioning plant or in the mechanical equipment rooms of State-owned buildings on an assigned shift.

Plant Utilities Engineers 1 operate, maintain, troubleshoot, repair, test, and calibrate mechanical and electrical equipment providing heat, hot water, ventilation, air-conditioning and electrical distribution; advise on renovations and replacement of equipment; and initiate energy conservation activities.

Service & Repair Assistants (HVAC-R) perform routine inspections and servicing of various types of refrigeration and air-conditioning equipment in a State facility.

Service & Repair Mechanics (HVAC-R) are responsible for the operation, maintenance, repair and installation of refrigeration and air-conditioning equipment in a State facility. Incumbents, as specialists, may supervise and train other members of the operation and maintenance staff including skilled, semiskilled and unskilled workers, in servicing and repairing refrigeration and air-conditioning equipment.

### Illustrative Tasks

May perform all of the same duties and functions as a Facility Operations Assistant 1 (Utilities).

Monitors equipment consoles.

- Reads, analyzes, and follows up on all console readings, charts, and trouble calls.
- Adjusts equipment controls to correct malfunction when indicated by observation or in response to a signal.
- Reads and records gas, steam, water, and electrical meter readings.
- Fills out plant logs, incident and Quality Assurance Reports.
- Advises supervisor when repairs are required.
- Receives and distributes fuel supplies required for all program locations.

Performs preventive maintenance on heating, ventilating, and air-conditioning systems.

- As instructed, and under the guidance and supervision of qualified personnel, uses specific chemicals to treat water used in heating, ventilation, and air-conditioning systems.
- Cleans strainers and coils.
- Maintains steam traps.
- Changes filters.
- Regenerates water softeners.
- Installs, removes, washes, and stores window air conditioners.

- May determine if refrigeration system is low on refrigerant; if so, identifies type and amount of refrigerant needed, and prepares system for charge.

Performs minor repairs such as replacing worn gaskets, changing belts and tightening joints, and assisting Plant Utilities Engineers 1 in the maintenance and overhaul of boilers and in the repair of stationary equipment.

Performs semiskilled plumbing, electrical, and refrigeration work, and skilled work in these areas under supervision, or after receiving detailed instructions.

- Determines if water regulator valves need rebuilding or repair.
- Threads, solders or glues and installs pipe.
- Re-packs pumps and valves.
- Assists in the repair, maintenance, and operation of plant alarm and signal systems.
- Assists in the monitoring and operation of building management or automation systems, and energy management systems related to the control of clocks, lighting, filtering systems, heating, ventilation, and air conditioning (HVAC) and boiler energy management systems.
- Cleans mechanical rooms.
- As assigned, during night shifts, weekends or on holidays, responds to calls concerning mechanical, electrical, or plumbing breakdowns outside of the plant, troubleshoots the problem, and makes necessary repairs or advises the appropriate authority regarding the problem.

Provides instruction to Facility Operations Assistants 1 (Utilities) and other labor class positions on routine jobs and equipment inspections.

### Minimum Qualifications

Open Competitive: Completion of education or experience in one or more of the following.

1. An associate's degree in HVAC;
2. One year of full-time hands-on experience in the maintenance and operation of commercial, residential, industrial, institutional facility, computer applications of digital energy platforms and building analytics and/or performing diagnosis, maintenance, and/or repair of HVAC systems or boilers or auxiliary equipment;

3. Completion of an HVAC certificate or diploma from a BOCES program (440 hours) OR completion of an approved certificate in HVAC, electrical, refrigeration, boiler operations and maintenance, or plumbing from an accredited technical school or technology college (See Note);
4. Successful completion of a two-year plumbing training, apprenticeship, or equivalent program\* such as the New York State Civil Service Employees Association-Partnership Applied Skilled Trades Traineeship and Certificate Program. \*Successful completion of the traineeship and the training program includes a total of 288 hours of trade-specific classroom instruction, 45 hours of technical math course work, 45 hours of technical communications course work, and 15 hours of blueprint/schematic reading course work. Course work must be completed with an average of “C” or better. Additionally, successful completion of the traineeship also includes 4,000 hours of on-the-job training.

Note: Certification programs must be accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) or recognized by the New York State Education Department Bureau of Proprietary School Supervision (BPSS). Information on ACCSC accredited programs can be found here: <http://www.accsc.org/><sup>27</sup>. Information on BPSS recognized proprietary schools can be found here: <http://www.acces.nysed.gov/bpss/welcome-career-training-proprietary-schools><sup>28</sup>.

**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 which were 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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