

UTILITIES PLANT FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: This position involves technical supervisory work with responsibility for the operation and maintenance of boilers, chillers and related power equipment within a large building complex. The work is performed under the general supervision of a higher-level administrator. Supervision is exercised over a number of technical operations and maintenance staff. During emergencies, employees in this class may be required to work other than normal working hours.

Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules personnel engaged in the operation of boilers, chillers and related power equipment;

Directs personnel in the operation, minor maintenance and repair of equipment;

Reads and interprets blueprints, specifications and manuals related to the operation of boiler, air conditioning systems and other power equipment;

Performs regular inspections and checks of meters, gauges, instruments, controls and operating equipment;

Requisitions supplies and equipment;

Completes assigned activity and operational reports and assists in compiling the divisional budget;

Performs repairs on utility plant equipment and other related mechanical and electrical systems;

May operate boilers and related auxiliary equipment when required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and techniques used in the operation of boilers, chillers and related utility plant equipment; ability to inspect and troubleshoot boilers, chillers and related equipment; ability to read and understand technical manuals related to the operation and maintenance of utility plant equipment; ability to operate, maintain and perform repairs on utility plant equipment, including Heating, Ventilation and Air Conditioning (HVAC) systems, building management systems (BMS), pumps, generators and related equipment; ability to supervise the work of others; ability to compile and consolidate daily activity logs into operational reports; ability to understand and carry out oral and written instructions.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and five (5) years of paid work experience involving the operation and/or supervision of the operation and maintenance of boilers, chillers and related equipment within a large building or building complex; or
2. An Associate's degree in Engineering and three (3) years of paid work experience involving the operation and/or supervision of the operation and maintenance of boilers, chillers and related equipment within a large building or building complex; or
3. A Bachelor's degree or higher in Engineering and one (1) year of paid work experience involving the operation and/or supervision of the operation and maintenance of boilers, chillers and related equipment within a large building or building complex.

SPECIAL REQUIREMENT: At the time of appointment and periodically throughout the course of employment, the appointing authority shall verify possession of a valid driver's license, which is appropriate to the kind and size of vehicle to be driven and which must be maintained throughout the course of employment.

R.C.D.P. (05.14.2015) 03.26.2026

Competitive

02.12.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.