

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Airport Power Plant Manager

CLASS CODE: 1687

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification coordinate the operation, maintenance, repair and replacement of a variety of mechanical systems which service the Airport's main terminals, concourses and outlying facilities.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level technical classification in the General Administrative Series – Airport Administrative Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for the budgetary, contract management, procedural, personnel and planning processes of the Climate Control Section of the Airport's Operations and Maintenance Division, in addition to coordinating, through subordinate supervisors, the operation, maintenance and repair of a variety of mechanical systems.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, foreman, and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, and controls the work unit's operations, prioritizing projects and coordinating operations with other functions or work crews within the agency.

Develops policies and procedures to ensure program objectives are met, improve operational effectiveness, and to address special situational issues, such as emergency response planning.

Researches costs, analyzes fluctuations in usage of utilities, materials, supplies and equipment and prepares the unit's budget for recommendation to senior management.

Determines staffing, material and equipment needs to maintain systems operations, tracks the age of system equipment and recommends their repair or replacement.

Monitors budget expenditures, initiates purchase requests and transfer of monies between line item accounts as necessary.

Manages the contract process for the repair and/or replacement of major equipment such as boilers, filters and chillers. Solicits and reviews all bids, receives price quotes and recommends awarding of contract.

Develops technical specifications under contract's "Scope of Work" and reviews all sections to recommend improved terms, such as amount of bond to be required of the contractor.

Assists in planning airport expansion projects effecting power plants, new stores and restaurants, and other areas relative to the installation of HVAC and other systems maintained by the Climate Control Section; meets with design consultants, Airport engineering and other staff, and reviews blueprints and plans; coordinates the installation of new equipment with contractors and scheduling of systems shut-downs.

Ensures, through subordinate supervisors, that all main and ancillary equipment for the following systems are operating properly: HVAC (chillers, boilers, air handlers, cooling towers, pumps, chill water piping, etc.), glycol recovery system, sand dryers, snowmelt pads, surface scan system.

Coordinates the chemical treatment of systems.

Maintains satisfactory environmental conditions within Airport facilities by monitoring, through subordinate supervisors, the Airport's Building Automation System.

Determines performance evaluation standards and procedures: reviews progress of projects; provides feedback to employees regarding work performance.

Provides supplies, equipment and machinery needed to perform job assignments.

Responds to emergency situations; may be required to conduct field inspections to resolve the more complex systems/equipment failure problems.

Coordinates special programs related to environmental quality control: Works with contractor to collect and submit data for report on emissions required by EPA; establishes testing schedule and maintains statistics for the Airport's Indoor Air Quality program.

Shall be required to perform additional duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Human Interaction:

Requires the ability to manage and direct a large group of employees, which include first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer, motor vehicle, office machines and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as time sheets, work orders, codes, technical operating manuals, procedures and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals, and percentages; perform mathematical operations involving basic algebra, geometry, and trigonometry; requires the ability to interpret descriptive statistics.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, odors, wetness, humidity, fumes, temperature extremes, machinery, electric currents or traffic hazards.

Physical Requirements:

Requires the ability to lift, carry, push and pull objects and materials of moderate weight, twelve to twenty pounds, such as lifting items to inspect.

Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling or crouching in order to perform inspection duties.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, such as reviewing work of field crew.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.