

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: AUXILIARY OPERATOR

Reports To: Designated Supervisor

UW Job Code: 6234

UW Job Family: 62 - Crafts/Trades

SOC Code: 51-8013

FLSA: Non-exempt

Pay Grade: 20

Date: 11-1-98 (revised 7-1-02; 7-19-02; 7-1-04; 7-1-08)

JOB PURPOSE:

Designated Essential Employee covering the 24/7 operation of campus utilities, where the employee will operate, inspect, and maintain auxiliary equipment and systems at the Central Energy Plant and West Campus Energy Plant to provide heating and cooling needs to campus buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operate and monitor Plant equipment and systems for effective and safe operation.
- Record data noting problems with equipment or system conditions; take necessary corrective actions.
- Conduct required water and pollution control tests to maintain plant, equipment and state standards.
- Perform scheduled and emergency maintenance and repairs including testing diesel generator weekly.
- Assist in restoring plant functions to normal following shutdowns or power failures.
- Monitor and record coal shipments for quality control.
- Remotely monitor equipment at the West Campus Energy Plant. Travel to the West Campus Energy Plant when operational need arises.

SUPPLEMENTAL FUNCTIONS:

- Receive and relay information to proper personnel on after-hour calls.
- Read and interpret blueprints, schematic diagrams and technical documents.
- Maintain designated area in clean and safe operating condition.
- Other duties as assigned.

COMPETENCIES:

- Initiative
- Safety Awareness
- Work Standards
- Attention to Detail
- Communication
- Analysis/Problem Identification
- Technical/Professional Knowledge

MINIMUM QUALIFICATIONS:

Education and Experience: **Vocational School, Associate's degree or 2 years of on-the-job experience**

Required licensure, certification, registration or other requirements:

- **Respirator qualification within one month of hire.**
- **Possess a valid driver's license.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic mechanical and electronic principles, concepts and theories.
- Basic plumbing, utilities, distribution systems, controls, HVAC systems, including maintenance, troubleshooting and repair.
- Basic construction drawings, blueprints, sketches, diagrams, and specifications.
- Occupational hazards and safety precautions of the trade.
- Current trade methods, materials, surface preparation and equipment.
- University, state and federal regulations, statutes and ordinances.
- Operation and maintenance within a power plant system of steam generating units, compressors, turbines, auxiliary equipment, chilled water systems and building electrical generators.
- Data recording procedures for distinguishing equipment or system problems.
- Water and pollution control tests.
- Generator usage.
- Pressure testing on high-pressure steam pipes.

Skills and Abilities to:

- Read, interpret and work from basic and routine sketches, blueprints, specifications, and construction drawings.
- Operate and monitor Plant equipment, systems, instrumentation and controls.
- Test systems, log results, locate and resolve problems.
- Maintain and repair power plant equipment and systems including emergency repairs and assisting in bringing systems back online.
- Conduct water and pollution control tests to maintain set standards.

- Conduct generator tests.
- Relay accurate information received for appropriate personnel after regular hours.
- Move objects weighing 50 pounds regularly.
- Work in elevated positions.
- Monitor operating conditions by reading gauges, meters and automatic recording devices.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Energy plant environment; regular exposure to heat, dust, noise, heights, and confined spaces; regular exposure to electrical, mechanical, fire, or chemical hazards, and hazards associated with the use of energy plant boiler equipment and power/manual tools. Occasional travel by vehicle to West Campus Satellite Plant.

DISTINGUISHING FEATURES:

Auxiliary Operator: Works under general supervision performing Auxiliary Operator duties in the operation and maintenance of boilers and chiller equipment and systems within the Central Energy Plant and West Campus Energy Plant, conducts water and pollution tests, records data to locate and resolve problems, and conducts generator tests.

Plant Operator: Works under limited supervision performing the duties of Plant Operator, and as the senior operator functionally supervises and trains the junior Auxiliary Operators in the operation and maintenance of boilers and chiller equipment and support systems.

Mechanic Operator: Works under limited supervision performing power plant equipment and support system maintenance; including air compressor maintenance and rebuilds, chiller and cooling tower, thermal energy storage system, water purification system, coal conveying system, fan, turbine and pump maintenance. Perform duties of Auxiliary Operator or Plant Operator as directed.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.