

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

POWER PLANT SUPERINTENDENT

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future supervisory positions which function as Power Plant Superintendents. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses supervisory positions which are responsible for the operation of a state-owned power plant. Positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. A position located at the University of Wisconsin (UW)-Madison which manages the Charter Street and Walnut Street heating and chilling plants for a majority of the time, and is more appropriately classified as Power Plant Manager.
3. Positions which perform shift supervisory responsibilities over Power Plant Operators located at the UW-Madison Charter Street power plant for a majority of the time and are more appropriately classified as Power Plant Supervisor.

4. Positions which are responsible for the supervision of a crew engaged in the mechanical maintenance and repair of buildings and related equipment for a majority of the time, and are more appropriately classified as Maintenance Supervisor.
5. Positions which are engaged in supervisory and/or management work related to the operation of a physical plant (i.e., building and grounds maintenance and repair, which encompasses all phases of heating, ventilation, electrical, water treatment, power plant, sewage disposal, and grounds) for a majority of the time, and are more appropriately classified as Buildings/Grounds Superintendent or Buildings/Grounds Supervisor.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

E. Definition of Terms and Power Plant Groupings

Superintendent - A position with authority and responsibility to administer all phases of the overall power plant operation, maintenance, and repair program. The superintendent supervises all employees assigned to the power plant either directly or through subordinate supervisors and is designated as the highest level of supervisor within a specific plant.

Assistant Superintendent - A position which serves in a direct line capacity with authority and responsibility to: (1) administer all phases of the overall power plant operation, maintenance, and repair program; **OR** (2) administer a large component of the power plant operation which affects all employees in the plant (i.e., employee training). The assistant reports directly to the superintendent and supervises all employees assigned to the plant either directly or through subordinate supervisors, and is designated as the second highest level of supervisor within a specific plant.

Power Plant Groupings: Four major power plant groupings are defined for purposes of this classification specification, with Power Plant Grouping #1 being the least complex and Power Plant Grouping #4 being the most complex.

Power Plant Grouping #1: Power plants in this grouping are located at: Ethan Allen School, Oakhill Correctional Institution, Racine Correctional Institution, School for the Deaf (Delevan), School for the Visually Handicapped (Janesville), Prairie du Chien Correctional Institution, Southern Wisconsin Center, Taycheedah Correctional Institution, Jackson Correctional Institution, Supermax Correctional Institution (Boscobel), Redgranite Correctional Institution, and Sand Ridge Secure Treatment Center (Mauston)

Power Plant Grouping #2: Power plants in this grouping are located at: Hill Farms Heating Plant, Northern Wisconsin Center, UW-Eau Claire, UW-Green Bay, UW-La Crosse, UW-Oshkosh, UW-Parkside, UW-Platteville, UW-River Falls, UW-Stevens Point, UW-Stout, UW-Superior, UW-Whitewater, and Wisconsin Veterans Home-King

Power Plant Grouping #3: Power plants in this grouping are located at: Capitol Heat and Power Plant, Green Bay Correctional Institution, Mendota Mental Health Institute, UW-Madison-Walnut Street, UW-Milwaukee, Waupun Correctional Institution, and Winnebago Mental Health Institute

Power Plant Grouping # 4 The single power plant in this grouping is located at: UW Madison-Charter Street

Power plants which are built or acquired after the effective date of this classification specification will be evaluated and placed within the appropriate plant grouping for classification purposes.

II. DEFINITION

POWER PLANT SUPERINTENDENT

This is responsible supervisory work related to the operation of a state-owned power plant. Positions allocated to this classification function as the superintendent of a power plant **OR** the assistant superintendent of a power plant. Positions are responsible for the day-to-day operation of a state-owned, singular, centralized power plant(s) which produces high-pressure (above 15 psig) steam or hot water to be utilized for space heating, process energy, and/or domestic water heating; and/or produces chilled water for space cooling; and/or produces electrical power; and distributes such utilities via a common central distribution system to an entire facility, consisting of multiple buildings. Plants contain a variety of equipment, such as gas-, oil-, or coal-fired boilers which produce high-pressure steam or hot water; steam-driven centrifugal chillers which produce chilled water for cooling purposes; steam-driven electrical generators and a variety of auxiliary equipment, such as feedwater and condensate pumps, air compressors, water-conditioning equipment, coal- and ash-handling equipment, and emergency generators.

Positions allocated to this classification ensure effective and efficient operation of the plant through oversight of all the equipment within the plant and personnel assigned to the plant, which may include subordinate-level Power Plant Superintendents or related supervisors. Positions perform a combination of the following activities under general supervision:

- Establish plant procedures, work schedules and training programs
- Plan, coordinate, and control plant operations, and maintenance and repair of all equipment associated with the plant and auxiliary operations
- Coordinate periodic plant inspections to evaluate the condition of equipment and maintain safe working conditions
- Coordinate the preventive maintenance program for the plant
- Prepare work orders for major maintenance and repairs
- Review daily operating reports and other records to ensure that the power plant equipment is operating under specified standards
- Diagnose equipment malfunctions and direct activities to restore normal operation or to shut down the malfunctioning unit(s)
- Maintain records and prepare reports relating to power plant operation
- Training subordinates in the proper methods of steam generation
- Oversee the repair and maintenance of plant equipment, including monitoring the work of contracted maintenance crews which perform highly specialized repairs via service contracts

Positions may have responsibility over electrical sub-station operations, utility distribution systems, fresh-and/or waste-water treatment facilities, buildings and grounds maintenance, or other power-plant-related functions which do not comprise a majority of the position's time.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions which supervise the operation of a state-owned power plant. This classification replaces the Power Plant Superintendent 1, 2, 3, and 4 classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

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