Operations Crew Leader

JOB PURPOSE

Provide guidance on and direction of daily work assignments to on-shift personnel. Perform routine, emergency, and preventive maintenance assignments related to the operation and/or maintenance of the Central Heating Plant.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Schedule, assign, and monitor work of on-shift personnel.

Complete required shift documentation and report problems and concerns to Utility Supervisor.

Act as mentor and conduct on-the-job training of personnel in the Utility Trainee program.

Act as lead responder in emergency situations and work quickly to correct the problem(s).

Fire boilers and perform boiler maintenance such as: adjustment of stokers, greasing and oiling equipment.

Sample and treat water systems. Perform general water treatment activities such as: water conductivity analysis, boiler chemical preparation, and water treatment system monitoring.

Remove ash and soot from boiler systems. Unload and dispense coal from trucks. Fill bunkers and perform general ash and coal maintenance such as: belt alignment, greasing conveyors, clean up of ash/soot/coal.

When necessary perform assigned shift leader duties such as: making job assignments, completing required shift documentation, and directing emergency response.

Participate in mandatory training sessions related to Utility Systems.

Perform other utilities related work as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Advanced working knowledge of tools and equipment used in utility plant operations.

Ability to work in a safe and efficient manner.

Ability to read, write and speak English fluently.

Ability to read and follow blueprints and maintenance and operation manuals.

Ability to understand and follow oral and written instructions.
Ability to perform basic computer operations and use email utility.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS**

**Education:** High school diploma or GED.

**Experience:** Completion of the Boiler Operator track of the Utility Trainee program OR five (5) years verifiable experience in performing and leading boiler & water treatment work with utility systems.

**Certifications/Licenses:** Valid driver’s license and ability to be insured by Indiana University.

**PHYSICAL REQUIREMENTS**

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 75 lbs multiple times per shift, fingering, talking, hearing, and seeing.

**WORKING CONDITIONS**

Working conditions require exposure to extreme hot or cold temperatures for one hour plus. Experiences long periods of standing and walking. Risk of bodily injury from mechanical parts, electricity, fumes, loud noises, odors, heights and tight spaces.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.