Production Specialist

**JOB PURPOSE:**

Perform seasonal work duties related to boiler operations and maintenance assignments at the Central Heating Plant and Chilled Water Plant.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Fire boilers and perform boiler maintenance such as: adjustment of stokers, greasing and oiling equipment. Remove ash and soot from boiler systems. Unload and dispense coals from trucks. Full bunkers and perform general maintenance such as: belt alignment, greasing conveyors, cleanup of ash/soot/coal.

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

Perform preventative maintenance on equipment utilized to produce steam and chilled water for campus heating and cooling such as: replacing worn parts, lubricating equipment, vibration analysis. Troubleshoot operational issues (equipment breakdown, electrical failures, operational upsets) and make necessary repairs. Install new equipment (pumps, valves, piping, etc.).

Respond to emergency situations immediately and work as a team to correct the problem.

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

Participate in all mandatory training sessions related to utility systems and locations. Act as a mentor and conduct on-the-job training of personnel in the Utility Trainee Program.

Perform other utilities related work as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Advanced working knowledge of tools, equipment, techniques used in utility plan operations and mechanical/electrical maintenance work.

Ability to read, write and speak English fluently.

Ability to read and follow blueprints and maintenance/operations manuals.

Ability to understand and follow oral/written instructions.

Ability to use a computer, perform basic computer operations and use email.

Ability to work in a safe and efficient manner.
MINIMUM REQUIREMENTS:

Education: High school diploma or GED.

Experience: Completion of Boiler Operator & Production Specialist tracks of the Utility Training program.

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 ties per shift, talking, hearing and seeing.

Must have and maintain the ability to enter confined spaces with a minimum size of 12” x 16” (Examples: soot & cinder hoppers, boiler steam & mud drums, fireboxes, convection sections, de-aerators).

WORKING CONDITIONS:

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

Working conditions require physical and mental readiness to react to sudden/dramatic changes in working conditions that affect life safety.

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.