

# SUNY Cobleskill

## SUNY Cobleskill - PLANT UTILITIES ASSISTANT

Thank you for considering SUNY Cobleskill in your search.

### About SUNY Cobleskill:

The State University of New York College of Agriculture and Technology at Cobleskill is an accredited polytechnic college that is primarily baccalaureate and residential. SUNY Cobleskill is one of few institutions in the United States where an undergraduate student may also choose to earn an associate degree. The College has an enrollment of approximately 2,500 students in 52 programs divided into two schools - Agriculture and Natural Resources; Business and Liberal Arts & Sciences. An economic engine for rural New York, SUNY Cobleskill is home to a wide array of extended learning and professional development opportunities.

Modeling experiential education, SUNY Cobleskill is committed to providing small classes, excellent facilities, and a hands-on learning environment. Whether students plan to further their education or begin their professional careers, they graduate with the foundation to pursue their goals and to succeed.

### Job Description:

Under the general direction of a Plant Utilities Engineer 1 or higher level plant utilities position, Plant Utilities Assistants assist in the operation, maintenance and repair of mechanical and electrical equipment providing heat, hot water, ventilation, air-conditioning and electrical distribution.

Plant Utilities Assistants perform semiskilled tasks in a safe and efficient manner in operating stationary steam or high temperature hot water boilers rated at 15 pounds per square inch or more; maintain and repair boilers, pumps, other power plant auxiliary equipment, and electrical and mechanical stationary equipment; and may supervise Plant Utilities Helpers in performing routine manual labor. Experienced incumbents may be assigned a limited number of activities requiring the full performance level skills of a Plant Utilities Engineer 1.

Incumbents in this position perform the following job duties:

- Reads, analyzes and follows up on all console readings, charts, and trouble calls.
- Adjusts equipment controls to correct malfunction when indicated by observation or in response to a signal.
- Reads and records gas, steam, and water meter readings.
- Fills out incident and Quality Assurance Reports.
- Advises supervisor when repairs are required.
- Receives and distributes fuel supplies required for all program locations.
- Performs preventive maintenance on heating, ventilating, and air-conditioning systems.
- As instructed, and under the guidance and supervision of qualified personnel, uses specific chemicals to treat water used in heating, ventilation and air-conditioning systems.
- Cleans strainers and condenser coils.
- Maintains steam traps.
- Changes filters.
- Determines if refrigeration system is low on refrigerant; if so, identifies type and amount of refrigerant needed, and prepares system for charge.
- Regenerates water softeners.
- Installs, removes, washes and stores window air conditioners.
- Performs minor repairs such as replacing worn gaskets, changing belts and tightening joints, and assisting the Plant Utilities Engineers 1 in the maintenance and overhaul of boilers and in the repair of stationary equipment.

- Performs supervised plumbing, electrical and refrigeration work.
- Determines if water regulator valves need rebuilding or repair.
- Threads, solders or glues and installs pipe, using proper types of pipe and fittings.
- Re-packs pumps and valves.
- Assists in the repair, maintenance and operation of alarm and signal systems.
- Assists in the operation of energy management systems related to the control of clocks, lighting, filtering systems, HVAC and boiler energy management systems, etc.
- Cleans mechanical rooms.
- As assigned, during night shifts, weekends or on holidays, Plant Utilities Assistants respond to calls concerning mechanical, electrical or plumbing breakdowns outside of the plant, troubleshoot the problem, and if possible make necessary repairs, or advise the appropriate authority regarding the problem.
- Provides instructions to Plant Utilities Helpers and Maintenance Helpers on routine jobs and equipment inspections.

Plant Utilities Assistants are typically supervised by a Plant Utilities Engineer 1 who makes assignments and provides assistance and instruction. Plant Utilities Assistants perform many of the tasks with considerable independence although the supervisor may be called when a problem arises. Plant Utilities Assistants perform some of the same tasks as a Plant Utilities Engineer 1, under direction and specific instruction.

As assigned, Plant Utilities Assistants supervise Plant Utilities Helpers by making assignments, giving instructions and providing assistance in performing the work.

## Requirements:

### Minimum Qualifications

- **Either 1.** Graduate of heating, HVAC, ventilation, air conditioning, and refrigeration apprenticeship program from the U.S. Air Force;
- **Or 2.** Must have been an enlisted machinery technician (MK) with the U.S. Coast Guard OR possession of a certificate as a Marine Engineer issued by the U.S. Coast Guard;
- **Or 3.** Must have been an enlisted power generation equipment repairer with the U.S. Army;
- **Or 4.** Must have been an enlisted gas turbine systems technician, submarine nuclear propulsion plant operator reactor control, utilities man, machinist mate, or engineman with the U.S. Navy;
- **Or 5.** Must have a Merchant Mariner's Document (MMD) and have been a qualified member of the engine department (QMED) as an oiler, fireman/water tender, refrigerating engineer or engineman with the U.S. Merchant Marine;
- **Or 6.** Completion of a New York State Department of Labor registered apprenticeship program for stationary engineers, plant maintenance (plumber/steamfitter), HVAC Mechanic or plant maintenance (refrigeration/AC);
- **Or 7.** Possession of a High-Pressure Boiler Operating Engineer License or Stationary Engineer License;
- **Or 8.** A bachelor's degree in Facilities Engineering, Mechanical Engineering, Electrical Engineering, or Marine Engineering;
- **Or 9.** An associate's degree in HVAC;
- **Or 10. One year** of full-time hands on experience in the maintenance and operation of commercial, industrial, institutional facility, computer applications of digital energy platforms and building analytics and/or performing diagnosis, repair of HVAC systems or boilers or auxiliary equipment;
- **Or 11. One year** of full-time hands on experience in a residential setting performing diagnosis, operation, maintenance repair of HVAC systems or boilers or auxiliary equipment;
- **Or 12.** Completion of an HVAC certificate or diploma from a BOCES program (440 hours) OR completion of an approved certificate in HVAC, electrical, refrigeration, boiler operations and maintenance, or plumbing from an accredited technical school or technology college.

### Additional Information:

- The salary level for this position is G-9 (\$36,051 - \$44,311).
- This position offers full New York State benefits which are among the most comprehensive in the country.
- SUNY Cobleskill is committed to providing a safe and productive learning and living community for our students and employees. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Any offer of employment is contingent on the successful completion of the background check.

SUNY Cobleskill is committed to fostering a diverse community of outstanding faculty, staff, and students, and ensuring equal educational and employment opportunity and access to services, programs and activities without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, or any other legally protected status. Individuals with disabilities requiring accommodation during the hiring process should contact the Human Resources Office at 518-255-5514.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at 518-474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).