



BOILER CRAFTSMAN III

GENERAL RESPONSIBILITIES

Perform advanced skilled work in the installation, maintenance, modification, and repair of boilers and cold/hot water loop systems in school buildings and facilities.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Evaluate projects, determine feasibility, scope of work, estimates material, and personnel requirements.
- Assist supervisor in leadership and management functions in the shop.
- Inspect work performed by contractors and internal staff; evaluate and make recommendations to supervisor.
- Manage the maintenance requirements of assigned schools/facilities in a geographic zone through work orders, preventative maintenance requirements, emergency calls, etc.
- Read and interpret blueprints, plans, specifications, and drawings to determine job requirements.
- Assist in writing specifications and reviewing plans.
- Assist in the preparation of the annual budget.
- Operate work truck and supervise accompanying personnel.
- Communicates with dispatch, other craftsmen, supervisor, and administrative staff.
- Communicate and coordinate work with other trades, as necessary.
- Collaborate with school personnel regarding job requests and outcomes.
- Train and assess job performance of shop personnel.
- Operate tools and equipment associated with the trade.
- Maintain accurate work order records and parts inventory.
- Maintain a clean, safe, and organized workspace.
- Evaluate equipment and building systems.
- Procure parts and services with vendors.
- Coordinate warranty repairs.
- Perform related work as required.

DUTIES ASSIGNED TO SPECIFIC JOB FUNCTIONS

- Install, maintain, and replace gas-fired boilers, water heaters, gas-fired roof top equipment, hot/chill water pumps, hot/cold-water loop systems, cooling towers, and associated equipment.
- Ensure proper maintenance and preventative maintenance requirement for assigned schools/facilities.
- Respond to emergency calls associated with related equipment.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the common practices, tools, terminology and safety precautions of a trade; knowledge of the use and characteristics of common building materials; ability to use and operate tools and machinery associate with trade; thorough knowledge of hazards and safe precautions associated with the trade; ability to plan, organize and successfully complete multiple, unrelated simultaneous projects; ability to provide and follow oral and written instructions; demonstrate leadership and organizational skills; ability to estimate material and time required for various jobs; ability to interpret technical documents, drawings, blueprints, etc.; ability to establish and maintain effective working relationships with associates. Proficient in the use of computers and job-related software.



EDUCATION AND EXPERIENCE

Required:

High School Diploma, GED, or completion of a vocational program.
Minimum seven (7) years of experience in the trade.
C.F.C (chlorofluorocarbon) License.

Preferred:

Master Mechanical and/or Gas-Fitter License.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, bending, stooping, crouching, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, balancing, climbing, kneeling, and crawling. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds frequently and over 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license
Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 11/16, 7/20
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