



BOILER SPECIALIST

GENERAL RESPONSIBILITIES

Under the direction of the Director of School Plant, the position is responsible for performing skilled work in planning, analyzing, and performing complex maintenance repairs on chill water pumps, gas-fired boilers and related systems.

ESSENTIAL TASKS

(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.)

- Conduct hands-on inspections of boilers, pumps and other related systems; recommend modifications or replacements for efficient operation of systems.
- Review and provide designs/specifications for replacements or addition to systems, as needed.
- Install and/or maintain Gas-fired boilers and water heaters, gas-fired roof top equipment, hot and chill water pumps, spray pumps and heads, hot and cold water loop systems, and cooling towers and associated equipment.
- Provide preventative maintenance, troubleshooting and repair on gas-fired boilers, pumps, and related equipment; recommend scheduling for major installations and repair projects.
- Orders material and equipment comparing quality and price
- Manage boiler and gas fired equipment contracts
- Provide direction to assigned staff to ensure all tasks are completed promptly and accurately.
- Schedule and supervise external contractor's work related to system repairs; recommends approval for payment at completion of job.
- Provide technical assistance to administrators, supervisors, and craftsmen regarding repairs and maintenance.
- Respond to emergency after-hours calls for troubleshooting and assisting other Craftsmen.
- Cooperate and work with State and other inspector's to ensure systems are in compliance with codes, as required.
- Coordinate and seeks opportunities for professional growth for members of the boiler team.
- Participate in professional development and training.
- Performs any other duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Extensive working knowledge of gas-fired boilers, gas and plumbing piping, electronic controls, pumps, valves, and related equipment; extensive knowledge of the use and characteristics of common building materials used in construction; thorough knowledge of common practices and procedures of the trade, tools, terminology, hazards and safety precautions associated with the trade. Must be skilled in the use of testing and diagnostic equipment used to perform troubleshooting and tools used to repair equipment; skilled in monitoring gauges, dials, controls or other indicators to ensure the proper operation of equipment; skilled in performing routine maintenance on equipment; and skilled in the use of computers and Microsoft programs; Must have demonstrated leadership and organizational skills. Must have the ability to: work from sketches, drawings, plans, or specifications; estimate materials and time required for various jobs; plan, organize and successfully complete multiple simultaneous projects; communicate scope and requirement of projects to others; follow and provide oral and written instructions; effectively communicate using verbal and written skills; establish and maintain effective working relationships with others; and work with limited supervision. Must be thorough in the performance of work, dependable and professional at all times.



EDUCATION AND EXPERIENCE

High school diploma or GED required. Completion of vocational courses or any combination of experience and training that provide the required knowledge, skills, and abilities. Seven years' combined education and experience in the trade preferred.

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 through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Physical capabilities to effectively use and operate various office equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine are necessary. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling. Must have the ability to lift 70 pounds, work in confined spaces, operate a motor vehicle, crawl in, under, over or through equipment, and grasp, manipulate or assemble objects

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

SPECIAL REQUIREMENTS

Possession of a valid driver's license

C.F.C (chlorofluorocarbon) License Required

Master's Mechanical and/or Gas-fitters license preferred

FLSA status: Non-Exempt	Description: 10/16
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