



## **BOILER CRAFTSMAN II**

### **GENERAL RESPONSIBILITIES**

The position is responsible for performing difficult, skilled work in the installation, maintenance, modification and repair of gas fired boilers, other gas fired units and related equipment and mechanical systems in school buildings and facilities.

### **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.)

- Manage work orders associated with preventative maintenance requirements, maintenance, and emergency calls, etc. of assigned schools/facilities in a geographic zone.
- Communicate and coordinate boiler repair/maintenance services with school personnel.
- Lay out work, estimate time and materials, design projects, and prepare materials to perform tasks.
- Supervise and operate a work truck with a crew
- Coordinate assigned work with other crews from the various shops, as required.
- Communicate with dispatch, craftsman, supervisor, and upper management utilizing two-way communication.
- Operate tools and equipment associated with the trade.
- Read and interpret blueprints, plans, specifications and drawings to determine job requirements.
- Maintain accurate work order records and parts inventory; maintain work space in a clean, safe, orderly condition.
- Evaluate the condition of equipment and initiate Inventory Control Form, as needed.
- Estimate and procure materials, parts, services and equipment from vendors as authorized.
- Perform related work as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must have a general knowledge of heating plants with gas-fired boilers, gas and plumbing piping, electronic controls, pumps, valves, and related equipment. Must have extensive knowledge and experience troubleshooting with related testing and diagnostic equipment. Must have knowledge of methods, tools, and procedures associated with the trade, and a general knowledge of the use and characteristics of common building materials. Must have a thorough knowledge of hazards and safety precautions associated with trade. Must be skilled in the use of carpentry tools and wood working equipment and the operation of computers. Must have the ability to work from sketches, drawings, plans, or specifications; operate tools and equipment associated with the trade; follow simple verbal and written instructions; estimate needed materials and time required for various jobs; and establish and maintain effective working relationships with associates. Must have the ability to communicate scope and requirements of project to others.

### **EDUCATION AND EXPERIENCE**

High school diploma/GED or completion of vocational courses or any combination of experience and training that provides the required knowledge, skills, and abilities necessary to perform the job. Five (5) years of combined education and experience in the trade preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

Physical capabilities to effectively use and operate various equipment necessary for the trade. 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 Virginia Driver's license
- C.F.C license required
- Journeyman or Master Mechanical, and/or Gas-Fitter license preferred

FLSA status: Non-Exempt	Description: Rev. 1/17
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