



### **BOILER CRAFTSMAN III**

#### **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. In addition, the position may assist the supervisor in the management functions of the shop.

#### **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.)

- Install, maintain, and replace, gas-fired boilers and water heaters, gas-fired roof top equipment, hot and chill water pumps, hot and cold water loop systems, cooling towers and associated equipment and heads.
- Respond to emergency calls associated with related equipment.
- Ensure the proper maintenance and preventative maintenance requirements for assigned schools/facilities are met.
- Evaluate, project, and determine feasibility and scope of work; provide an estimate of material and manpower requirements to the supervisor.
- Communicate and coordinate repairs with school staff.
- Inspect and evaluate work performed by contractors and in-house staff; provide recommendations to supervisor.
- Assist the supervisor in managing the boiler and gas fired equipment contracts.
- Assist with coordinating the work of in-house crews and other shops, as required.
- Act as the lead for crew members; operate assigned work trucks, and use tools and equipment associated with the trade.
- Under the direction of the supervisor, assist with training new personnel on standard policies and procedures, and provide input into the evaluation of boiler technician IIs, as requested.
- Order supplies from vendors for assigned jobs, trucks, and the shop, as needed.
- Ensure that the shop equipment is properly maintained.
- Read and interpret blueprints, plans, specifications and drawings to determine job requirements.
- Assist the supervisor in writing and reviewing plans and specifications.
- Maintain the work space in a clean, safe, and orderly condition.
- Perform related work as required.



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

Thorough knowledge and experience working with gas-fired boilers, gas and plumbing piping, electronic controls, pumps, valves, and related equipment; troubleshooting with related testing and diagnostic equipment. Knowledge of common practices, tools, terminology, and safety precautions of associated trade; knowledge of the use and characteristics of common building materials; knowledge of the 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 leadership and organizational skills. Must have the ability to understand and work from sketches, drawings, plans, or specifications; estimate needed materials and time required for various jobs; plan, organize and successfully complete multiple simultaneous projects; communicate scope and requirement of projects to others; establish and maintain effective working relationships with others. Must be able to demonstrate sustained performance in the trade with emphasis on thoroughness, dependability, and professionalism.

## **EDUCATION AND EXPERIENCE**

High school diploma or GED required. Completion of vocational courses or any combination of experience and training that provide the requires 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 and 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 (chlorofluorocarbon) License Required  
Master's Mechanical and/ or Gas-Fitter License preferred

FLSA status: Non-Exempt	Description: Rev. 11/2016
-------------------------	---------------------------



**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
CHARTING THE COURSE