

## Job Description

**Job Title:** Boiler Technician  
**Position Code:**  
**Job Classification:** Non-Exempt

**Supervisor:** HVAC Supervisor  
**Pay Grade:** 27  
**Contract Length:** 245 Days

### **Job Summary**

Performs a variety of skilled, journeyman level tasks associated with the installation, modification and repair of gas and oil commercial boiler systems and related equipment; performs related work as required.

### **Essential Duties**

1. Performs a variety of skilled journeyman level duties on both the interior and exterior of buildings, installing, repairing and maintaining commercial gas and oil heating systems and associated equipment in accordance with mechanical, plumbing, EPA and electrical codes and guidelines.
2. Troubleshoots, tests, repairs, maintains or modifies heating systems and equipment including, but not limited to, valves, gas pressure and air flow switches, thermostats, filters, nozzles, burner units, air compressors, pumps, 3-phase electric motors, breaker switches, piping, tubing and related gas pressure and hot water systems and electrical, mechanical, and electronic control panels.
3. Open and clean boilers during summer months.
4. Assists insurance carrier's boiler inspector during mandated state safety inspections. Repairs, and/or monitors contractors repairing discrepancies from inspections to insure boilers are in safe operating condition prior to allowing boilers to be put in service for next heating season.
5. Reconciles P-Card transactions.
6. Utilizes netbook to record labor and material usage.
7. Keeps records and makes reports of work accomplished and materials used.

(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.)

### **Other Duties**

1. Performs any other related duties as assigned by the Foreman or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a High School Diploma or GED supplemented by completion of appropriate apprenticeship, heating plant trade training and 2 years of practical experience in the trade, or any equivalent combination of education and experience that would provide the above noted knowledge, skill and ability. Thorough knowledge of the equipment, materials, methods, practices and tools used in the commercial gas, oil and electric heating trade required. Requires working knowledge of a variety of heating plant systems including design, operation, maintenance, repair and parts variations. Must possess thorough knowledge of related mechanical, plumbing, EPA and electrical codes and other guidelines. Thorough knowledge of the common hazards and necessary safety precautions necessary. Must be skilled in the use of tools, equipment, and materials pertinent to the heating plant trade. Must possess ability to troubleshoot, test, repair, maintain or modify commercial heating plant systems and related equipment, to plan and perform work of the trade at the full journeyman level, to perform well under emergency repair or changing work priority situations and the ability to regularly learn new technology, to follow written and oral instructions, diagrams, blueprints, schematics (mechanical, electrical and electronic) and manufacturer's manuals, to estimate time and materials needed for small jobs and to perform routine record keeping tasks and arithmetic computations. Requires the ability to maintain good interpersonal relationships.

State Journeyman license, 2 psi Natural Gas Certificate (preferred Virginia Natural Gas Company) Possession of an appropriate, valid automotive vehicle operator's license.

**Working Conditions and Physical Requirements**

Strength and dexterity necessary to perform all essential tasks, including lifting up to 50 pounds, stooping, bending, reaching, kneeling, and working in tiring and uncomfortable positions for extended periods of time; vision necessary to determine color differences; wearing a respirator; working from ladders, scaffolds, and platforms up to 30 feet high; working in extreme temperatures and under damp conditions. Exposure to electrical shock, hazardous or explosive gases and toils, acids and strong cleaning solvents, dust, poor lighting, extreme temperatures, excessive noise levels, moving machinery, and asbestos; using power equipment; working with heavy and awkward equipment; working from heights. Work is performed both inside and outside school buildings, often from high places or in cramped spaces; may require working during unusual hours.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** Assigned HVAC I staff

**Supervision Received:** HVAC Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Boiler Technician will be required to follow any other instructions and to perform any other related duties as assigned by the HVAC Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 07/19 CR