



Job Description

Job Title: HVAC Boiler Technician I
Position Code: 5N80, EN80, VN80
Job Classification: Non-Exempt

Supervisor: HVAC Supervisor
Pay Grade: 24HR
Contract Length: 245 Days

Job Summary

Performs a variety of skilled 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 tasks 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. Monitors and checks contracted repairs to make sure all repairs to boilers are completed properly
4. Keeps records and makes reports of work accomplished and materials used.

Other Duties

1. Performs any other related duties as assigned by the HVAC Supervisor 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)

Completion of standard high school or GED, supplemented by 10 years practical experience working on boilers and 4 years of practical experience in general HVAC work, or any equivalent combination of education and experience that would provide the above noted knowledge, skill and ability. Possession of an appropriate, valid automotive operator's license. Must possess thorough knowledge of the equipment, materials, methods, practices and tools used in the commercial gas, oil and electric heating trade. Experience with a variety of heating plant systems including design, operation, maintenance, repair and parts variations; working knowledge of related mechanical, plumbing, EPA and electrical codes and other guidelines required. Understanding of the common hazards and necessary safety precautions. Must be skilled in the use of tools, equipment, and materials pertinent to the heating plant trade with demonstrated ability to troubleshoot, test, repair, maintain or modify commercial heating plant systems and related equipment, to plan and perform well under emergency repair or changing work priority situations. Must stay abreast of new technology and have the ability to follow written and oral instructions, diagrams, blueprints, schematics (mechanical, electrical and electronic) and manufacture's manuals, to estimate time

and materials needed for small jobs and to perform routine record keeping tasks and arithmetic computations. Requires good interpersonal skills and the ability to maintain positive working relationships.

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. Duties are normally performed inside and outside. The noise level in the work environment is sometimes loud but usually moderate.

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.

Supervision Exercised: Technical Direction to HVAC Contractors

Supervision Received: HVAC Supervisor or other appropriate 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 I 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:

Supervisor

Date

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

Employee Name (Print)

Signature

Date