



## David Douglas School District #40 Classified Job Description

### **MAINTENANCE V.5 – BOILER REPAIR TECHNICIAN**

Schedule: 8 hours per day / 12 months per year  
Class: 20

### **POSITION PURPOSE**

This position performs work in the construction, repair, and maintenance of all the schools, buildings and properties owned by the District focusing on steam and hot water boiler systems, HVAC systems and related equipment and controls.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Maintenance Supervisor. Methods of performing tasks are generally left to the judgment of employee, with supervisor giving occasional instructions and advice. Work is measured mainly through the observance of results obtained.

### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Troubleshoot, repair and maintain various district heating and air handling equipment including boilers, fans and motors, hot water heaters, gas fired equipment of all kinds, steam heated kitchen equipment, and all associated pneumatic and electronic controls and compressors
- Completes preventative maintenance on equipment and maintains written and/or electronic log of all maintenance performed and works with Maintenance Supervisor to develop ongoing preventative maintenance schedule
- Responds to emergency situations for the purpose of resolving immediate safety concerns
- Maintain stock of required supplies to allow timely and efficient performance of preventative maintenance
- Responsible for annual and bi-annual breakdowns and inspections of steam boilers
- Works collaboratively with maintenance staff to ensure proper functioning of equipment
- Responds to repair orders, prioritizes work to ensure operational reliability
- Responsible for operating power tools, equipment and vehicles in a safe and efficient manner
- Operates an assigned District vehicle and is responsible for the proper maintenance and safe operation of that vehicle
- Attends regular staff meetings and participates in problem solving and discussions of systems and project related issues
- Ability to work as part of a maintenance team; will perform cross-trade assignments with an emphasis on plumbing
- Perform other duties, as assigned

### **QUALIFICATIONS**

- High School diploma or equivalent required
- Three years of steam and hot water boiler systems maintenance and repair experience required
- Possess a Boilermans card and have knowledge/training in pneumatic controls at the community college level, Class 3 License required and must be maintained.
- Plumbing experience preferred
- Knowledge of building HVAC systems, equipment, pneumatic controls and methods of energy conservation
- Skill in the use of the tools and equipment of the trade
- Knowledge of local and state codes where applicable
- Ability to review blueprints and as-built drawings of a structural, mechanical, maintenance, and operational nature
- Possess skill in the use of tools and equipment of the trades
- Thorough knowledge of safety and accident prevention measures and knowledge of occupational hazards of the trades
- Basic to Intermediate technological skills required providing the ability to enter, revise, organize and retrieve information from computer systems; will use computerized work order system on a daily basis
- Valid driver's license and evidence of insurability required and must be maintained
- Ability to communicate effectively, both orally and in writing
- Ability to work cooperatively and harmoniously with others and as part of a team

**QUALIFICATIONS ... Continued**

- Demonstrated ability to establish and maintain high profile, influential, and collaborative working relationships across teams, functions and layers with District staff, public officials, vendors and the general public
- Knowledge of principles and practices of work coordination and simplification and ability to develop and implement work schedules
- Self-starter with proven analytical and problem-solving skills
- Ability to exercise confidentiality, tact, diplomacy and independent judgment in performance of duties
- Excellent attendance, work ethic and pride in job performance essential

**ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate to extensive degree of physical stamina and frequent lifting up to 50 pounds and occasional lifting of up to 100 pounds. Ability to climb ladders and scaffolding, work from heights, stretch and bend to perform such duties as cleaning, repairing and general maintenance. Ability to work outside year around. Shall be physically capable of performing all necessary tasks: stooping, reaching, pushing, pulling, climbing, lifting and crawling. Exposure to chemicals, dirt, dust, paint, noise and activity of a school setting.

**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.