

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

**Job Title:** Boiler Preventative Maintenance Technician  
**Prepared Date:** 7/15/2002  
**Revised Date:** 12/6/2018  
**Work Year:** 261 days  
**Department:** Facilities  
**Reports To:** Trades Foreman  
**Salary Range:** Advanced Skilled Trades - ACME Negotiated Agreement  
**Benefits:** ACME Negotiated Agreement  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The primary responsibility of the Boiler Preventative Maintenance Technician is to perform preventative maintenance on boilers in various district buildings. This work involves the care and chemical treatment of boilers and operational testing of boiler safety equipment during the heating season. During the non-heating season, this position assists in major boiler installation and repair.

**QUALIFICATIONS:**

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. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- High School Diploma or equivalent
- Previous experience in the operation of all types of Boiler systems – Hot water and steam
- Verified Colorado Driver License and must be insurable by the District Insurance Carrier
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Stationary Engineer License
- Certified Pool/Spa Operator License

**SKILL AND KNOWLEDGE:**

- Proficiency with basic computer operations, such as email and work order systems.
- Ability to understand schematics, blue prints and floor plan drawings.
- Ability to complete building repairs utilizing various types of tools.
- Ability to operate standard and automatic transmission vehicles.
- Excellent work history of reliable performance, including attendance, punctuality, and

attention to job responsibilities.

- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Measure and handle chemicals that are used for boiler treatment; perform preventative maintenance tasks according to established schedules; monitor systems functioning for the purpose of recognizing potential problems
- Check and treat each boiler on a regular basis throughout the heating season
- Access and retrieve work orders using the automated work order system. May enter time and materials information associated with work performed on orders.
- Keep records of dates and amounts of treatment used in each boiler
- Perform operational checks on all safety devices on each boiler during each visit. Report all malfunctions to supervisor
- Observe and test malfunctioning systems to determine cause and appropriate corrective action; reads blueprints, schematics, wiring diagrams, and technical manuals as applicable to new installations or assigned service/repair orders
- Correct, or assist in correcting all boiler malfunctions.
- Install, service, or replace components including, but not limited to, water pumps, motors, bearings, valves, electronic controls, water and gas lines, piping, and tanks
- Ensure compliance with and adherence to applicable codes, ordinances, and building and safety standards regarding heating and boiler systems installation, maintenance, and repair activities
- Respond to emergency or critical incidents in order to confine, resolve, and/or prevent environmentally hazardous conditions

### **NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by Trades Foreman, Maintenance and Operations Supervisor, or the Executive Director of Facilities.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS:**

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and

fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling Maximum weight: <b>100 lbs.</b>			X		
Lifting Maximum weight: <b>100 lbs.</b>			X		
Carrying Maximum weight: <b>75 lbs.</b>			X		

### **WORKING CONDITIONS:**

The noise level in the work environment is usually moderate but a technician may be exposed to very loud noises that can damage hearing without proper protection. The technician may work inside and outside in all different weather conditions including extreme cold and extreme heat. The technician may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose, and skin from irritation and infection.