Job Description
MOORE PUBLIC SCHOOLS

6.27

Job Title: **Boiler Operator (Apprentice)**

Qualifications:

Credentials: Valid Oklahoma Drivers License with an acceptable driving record.

Education: High school or GED and some vocational training in heating, ventilation and air conditioning preferred.

Training or Experience Required: This is an apprenticeship program that requires approximately 3-4 years on the job experience to obtain a journeyman license. Vocational training may substitute for some of the job experience. Shall obtain Journeyman License within the required time given by Supervisor.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information give/receive simple instructions and respond to inquiries. Includes filling out forms.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic schematics, manuals, charts, diagrams, maps or instructional material.

Tools and Equipment Usage: (other than keyboards, or office machines): Use tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training. As experience is obtained, may begin to use meters, recovery/recycle equipment vacuum pumps, and torches.

Site: **Various**

Reports To: **Licensed Boiler Operator**

Job Goal (Purpose of Position): Performs semi-skilled level duties under direct supervision in the installation, repair, or maintenance of heating, ventilation and air conditioning systems and equipment within the district. More skilled work is performed with additional training and experience.

Contact with Others: An incumbent in this position has regular contact with members of own staff or district. Interpersonal interaction or communication is required with district employees.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habit concerns. Some initiative and self discipline are required to pass training period in order to qualify for license

Essential Job Functions:

1. Trouble shoot, maintain, repair, and install boiler/chiller equipment in the district.

2. Perform preventive maintenance on equipment.

3. Clean coils, keep units cleaned, oiled and change filters.

4. Upgrade boiler/chiller equipment when needed.

5. Informs supervisor of any parts, equipment and other supplies that are needed to do the job and keeps necessary parts and supplies on hand for common projects.

6. Continues to work on in-service and other apprenticeship training programs both on the job and through necessary course materials.

7. Helps maintain District's boilers.

8. Cleans work area and maintains shop, tools and assigned vehicle.

9. Performs other duties as assigned.

Supervision exercised: An apprentice does not supervise.

Physical/Mental Requirements and Working Conditions:
In a work day, the employee must stand/walk 7-8 hours per day. Employees job requires occasional to frequent bending/stooping, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (to 30 feet) and reaching above the shoulders.

Employee's job requires frequent carrying/lifting of up to 50 pounds and occasional lifting from 35 to 90 pounds carrying ladders, freon, vacuum pumps, and changing out compressors.

Employee must possess manual dexterity/visual ability to operate hand and power tools and ladders. Must be able to read labels, blueprints and schematics and must be able to climb ladders and work within confined spaces. Employee must possess hearing to distinguish normal/abnormal sounds and must be able to communicate with fellow workers and the public.

Employee must have mental requirement to understand and follow instructions and avoid safety problems.

Employee's job requires working on unprotected heights (18ft. ladder/roof). Use of and/or close to machinery (boilers/air handlers); working in the outdoors with temperature changes; driving motorized equipment (vans/lifts); exposure to toxic and pressurized gas (freon), liquids, high voltages and working on live circuits.

SUBJECT TO BE ON 24 HOUR CALL

TERMS OF EMPLOYMENT: 261 days per year

SALARY: Category C

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.