

**EMPLOYEE NAME:** \_\_\_\_\_

 Revised: 3/87; 4/87; 4/88; 4/89; 9/91; 11/91; 8/92; 11/92;  
 3/93; 5/93; 11/94; 2/97; 4/04; 6/08; 10/12; 1/13; 6/18; 11/23

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Boiler Mechanic	<b>JOB CODE:</b> 456B (TRS Eligible)
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Classified Hourly
<b>DEPARTMENT:</b> Maintenance Services	<b>WORKDAYS:</b> Annual Operational Employees
<b>REPORTS TO:</b> Supervisor, Maintenance Services	<b>PAY GRADE:</b> Rank B (NW02)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Bi-Weekly
<b>PRIMARY FUNCTION:</b> Supports Maintenance Supervisor by installing and repairing all equipment assigned to the boilermaker trade; provides direction to assigned Maintenance Helper to ensure all assigned tasks are completed promptly and accurately; provides feedback to supervisor in the event of any areas of non-performance.	
<b>REVISION DATE(S):</b> 11/23	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: Valid Georgia driver's license; NIULPE 4th Class License required
3.	Experience: 3 years of experience as Boiler Mechanic
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances.
5.	Knowledge, Skills, & Abilities: Written and oral communication; advanced knowledge of and ability to repair boiler equipment which includes, but not limited to, boilers, hot water heaters, relief valves, regulators, fittings, gas and water lines, control devices and other associated or similar equipment; ability to correctly and safely operate all tools, County vehicles and equipment; computer and organizational skills.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Provides direction to assigned Maintenance Helper to ensure all assigned tasks are completed promptly and accurately; provides feedback to supervisor in the event of any areas of non-performance.
3.	Promotes good relations and displays a positive image with customers, the public and peers.
4.	Provides periodic 24 hours a day, seven days a week on-call support.
5.	Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner.
6.	Maintains the proper parts inventory on the district vehicle to meet the majority of assigned maintenance work requests. Returns any parts overages to inventory.
7.	Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage.
8.	Plans, stages, and completes the cleaning, inspection, maintenance, and installation of all types of equipment assigned to the trade.
9.	Initiates and completes assigned projects in a timely and accurate manner.
10.	Reads blueprints, schematics and building plans.
11.	Recommends types of equipment and supplies for purchase.
12.	Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_