



**POSITION DESCRIPTION**

<b>JOB TITLE: BOILER ATTENDANT</b> Job Class: 3515		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b>
<b>BARGAINING UNIT:</b> Local 950		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Performs a variety of janitorial or minor maintenance functions.		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
  - 2) No other employee is available to perform that function,
  - 3) The function is highly specialized, and
  - 4) Removing the function would fundamentally alter the job.

1. Operates and maintains furnaces, boilers and related equipment.
2. Dry and wet mops stairs, corridors, and floors.
3. Sweeps stairs, corridors, and floors.
4. Dusts sills, flat surfaces, and radiators which do not require the use of a ladder.
5. Cleans toilets, wash basins, urinals, and bubblers.
6. Checks and locks windows.
7. Vacuums, steam or dry cleans carpets.
8. Locks interior and exterior doors.
9. Washes blackboards.
10. Fills soap, towel and toilet paper dispensers.
11. Reports burned out lights.
12. Cleans glass in cabinets, windows, doors, and mirrors.
13. Removes gum from floors and desks.
14. Empties waste baskets and waste containers for sanitary napkins.

15. Removes writing on walls.
16. Cleans and treats dust mops.
17. Performs low work in progressive cleaning program.
18. Washes lower walls and lower woodwork that can be reached without the use of a ladder.
19. Cleans and washes lockers and desks.
20. Applies floor finish.
21. Performs a wide variety of minor maintenance and heavy janitorial duties typical of which are: dusts surfaces which require the use of a ladder, scrubs floors with a scrubbing machine, prepares, seals, and buffs floors in preparation for floor finish, washes upper woodwork, cuts and trims grass with hand or power equipment, waters large areas of grass which involves movement of hoses and sprinklers, checks and locks exit doors, cleans erasers with a machine, changes burned out light bulbs, fluorescent tubes and starters, cleans tile and fixtures in shower room, cleans exhaust fans and hoods in kitchen, sprays insecticide in kitchen and cafeteria, carries large bags of paper down to incinerator, washes light fixtures, moves furniture such as pianos, or sets up rooms for special activities such as Boy Scouts, sets up and takes down lunch tables, cleans filters in heating, ventilating or air conditioning, cleans the chemistry lab, wood shop, machine shop, metal shop and auto shop which require more difficult cleaning or exposure to additional hazards, weighs and checks fire extinguishers, assists in repairs related to vandalism, such as boarding up broken windows or protecting the area from the public, makes minor repairs to shades, seats, pencil sharpeners, etc., delivers stock within the building on carts or by hand, delivers stock within the building using an electric truck, checks in supplies received in the engineer's storeroom, replaces ceiling tile, marks playfields and stadiums, makes minor repairs to outside power equipment which would include changing the oil, gassing up and lubricating it, oils or greases unit heaters, fans and other equipment, shovels snow by hand, removes snow with a snow blower, tractor or jeep, salts walks and parking lots, operates the incinerator, cleans the incinerator, shovels coal or pulls or shovels ashes, performs the high work in progressive cleaning, brings garbage from lunchroom to incinerator, washes garbage cans, picks up paper and debris around the outside of the building, sweeps outside entrances and walks, cleans boiler room, cleans boilers, fans, ducts, and other related hearing and ventilating equipment.
22. Actively supports the MPS Strategic Plan.
23. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

**JOB REQUIREMENTS:** 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

**Experience Requirements**

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**