



**POSITION DESCRIPTION**

<b>JOB TITLE: Boiler Attendant Trainee</b>	
Job Class:	
<b>DATE</b>	Chief Operating Office  Facilities and Maintenance, Building Operations
<b>Pay Schedule:</b>	
<b>Pay Range:</b>	
<b>POSITION SUMMARY and PURPOSE:</b>	
Performs supervisory or lead worker responsibilities over a staff of custodial personnel in relation to school activities.	

**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. 50%
  - Operates and maintains furnaces, boilers, and related equipment.
  
2. 30%
  - Dry and wet mops stairs, corridors, and floors.
  - Sweeps stairs, corridors, and floors.
  - Vacuums, steams, or dry cleans carpets.
  - Scrubs floors with a scrubbing machine.
  - Prepares, seals, and buffs floors in preparation for floor finish.
  - Changes burned out light bulbs – florescent tubes and starters.
  - Cleans tile and fixtures in shower rooms.
  - Washes light fixtures.
  - Cleans filters in heating, ventilating or air conditioning systems.
  - Weighs and checks fire extinguishers.
  - Oils or greases unit heaters.
  - Picks up paper and debris around the outside of the building.
  - Sweeps outside entrances and walks.
  - Cleans boiler rooms.
  - Cleans boilers, fans, ducts, and other related heating and ventilating equipment.
  
3. 20%
  - Dust sills, flat surfaces, and radiators which do not require the use of a ladder.
  - Cleans toilets, urinals, and water fountains.
  - Checks and locks windows.
  - Locks interior doors.

- Washes blackboards
- Fills soap, towel, and toilet paper dispensers.
- Reports burned out lights.
- Cleans glass in cabinets, windows, doors, and mirrors.
- Removes gum from floors and desks.
- Empties waste baskets and waste containers for sanitary napkins.
- Removes writing on the walls.
- Cleans, treats, and dust mops.
- Performs low work in progressive cleaning program.
- Washes lower walls and lower woodwork that can be reached without the use of a ladder.
- Cleans and washes lockers and desks.
- Applies floor finish.
- Dusts surfaces which require the use of a ladder.
- 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.
- Cleans exhaust hood in kitchen.
- Carries large bags of paper/heavy trash to waste/recycling container.
- Moves furniture, such as, pianos or sets up rooms for special activities.
- Sets up and takes down lunch tables.
- Cleans the following labs or shops which require more difficult cleaning or exposure to additional hazards:
  - Chemistry Lab
  - Wood Shop
  - Machine Shop
  - Metal Shop
  - Auto Shop
- 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, by hand, or using an electric truck.
- Checks in supplies received in the engineer's storeroom.
- Replaces ceiling tile.
- Marks play fields and stadiums.
- Makes minor repairs to outside power equipment, including changing the oil, gassing up, and lubrication.
- Shovels snow by hand.
- Removes snow with a snow blower or jeep.
- Salts walks and parking lots.
- Shovels coal or pulls or shovels ashes.
- Performs the high work in progressive cleaning.
- Brings garbage from lunchroom to waste container.
- Washes garbage cans.

4. Actively supports the MPS Strategic Plan.

5. Performs other duties as assigned.

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

Regular supervision provided by the School Engineer

**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.

N/A on a daily basis, may serve in a supervisory capacity as necessary for assignments

**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.)

- American Society of Power Engineers, Inc. (A.S.O.P.E.) Facility Operating Engineer's Third Class License (or higher). (You must be 18 years old, have one year of supervised experience in a plant with steam boilers and pass the license examination.)
- A City of Milwaukee Stationary Engineer's Permit to operate Low-Pressure boilers at time of appointment.
- Valid driver's license and availability of a properly insured personal automobile for use on the job at time of appointment and throughout employment.
- Certification in the EPA Asbestos Abatement Training Program within 6 months of appointment.
- Graduation from high school or a GED.
- Thorough familiarity with downdraft furnaces, automatic stokers, boilers, pumps, compressors, air burners, combination oil and gas burners, heating and ventilating equipment and other mechanical equipment found in schools.

**\*NOTE: You must submit a copy of your A.S.O.P.E. License and CITY OF MILWAUKEE STATIONARY ENGINEER'S PERMIT WITH YOUR APPLICATION.**

**Experience Requirements**

- You must be 18 years old, have one year of supervised experience in a plant with steam boilers and pass the license examination.
- Supervisory experience desired

**Knowledge, Skills, and Abilities**

- Knowledge of safety and accident prevention requirements and procedures, including environmental safety.
- Knowledge of principles and methods of school housekeeping operations.
- Knowledge of operation and maintenance practices for automatic stokers, heating, ventilating and air conditioning, energy management systems and automatic controls.
- Knowledge of operation, maintenance and repair of boilers, pumps, compressors, machinery and other mechanical equipment found in school buildings.
- Knowledge of equipment used for buildings and grounds care, including housekeeping, grass cutting, snow removal and athletic field maintenance.
- Knowledge of computer basics.
- Skill in the use of hand and power tools used in installation, repair and maintenance.
- Skill in performing housekeeping duties.
- Skill in public and interpersonal relation with school staff and fellow workers and public.
- Ability to perform minor maintenance throughout the building.
- Ability to move and transfer objects weighing 50 pounds or more, shovel snow and debris and work from ladders and scaffolding.

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

Indoor/outdoor school 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.

Ability to move and transfer objects weighing 50 pounds or more, shovel snow and debris and work from ladders and scaffolding.

**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.**