

Job Title: Boiler Operator Trainee
Compensation Rate/Grade: Grade 3
Department: Facilities Services
Updated: December 2011

Essential Functions:

- Perform work required in the maintenance and operation of a boiler plant. Including, but not limited to, the maintenance and operation of the following types of equipment: Sieman Apogee Energy Management System (EMS), compressors and pneumatic control systems, chillers and chilled water systems, high pressure boilers, cooling towers and controls, hydraulic pumps.
- Work at heights up to 70 feet or more in confined areas and at times during inclement weather and be able to lift 70 lbs. Ascending and descending ladders on and around equipment at various heights.
- Ability to perform manual labor, including bending, stooping and reaching.
- Follow work assignments, instructions, labeled information and safety standards independently.
- Interpret gauges, charts, keep complete records, use and interpret various testing devices related to boiler and chiller operation.
- Use computerized EMS to control and monitor the power plant and campus systems.
- Monitor the status of the campus wide fire alarm and security system.
- Perform responsibilities and heavy manual labor for extended periods of time (8-12 hours a day) even during inclement weather.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Demonstrated literacy on computer equipment. Applicants should be familiar with Microsoft software and demonstrate the use of Word, Excel, or any other software programs. The use of email is expected. Applicants will be given the opportunity to demonstrate their proficiency to the Interview Committee at the time of the interview.
- Demonstrated mechanical aptitude.
- Willingness to receive instruction from boiler engineer and other staff, perform self-study, attend training opportunities as available.

Required Qualifications:

- Willingness to work overtime and accept off-shift assignments.
- Ability to work with minimum supervision.
- Satisfactory past work performance and work record.
- Willingness to work with and direct student staff.
- Excellent attendance record.
- Either one year of documented experience or one year of previous education in the maintenance of mechanical systems.

Preferred Qualifications:

- The candidate needs to be enrolled in the next available course for boiler operator training with intent to obtain a boiler operator's license within 12 months of documented training on the job as referenced in article 10 of the CUB Letter of Agreement RE: Boiler Trainees, Boiler Operators and Boiler Engineers.
- Follow Boiler Trainee curriculum version 2011 for training program.

Physical Demands:

- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.