

LEAD BOILER ATTENDANT

Function of Job:

Under broad supervision of designated supervisor, to be responsible for and/or lead and assign work to heating department personnel as assigned.

Characteristic Duties and Responsibilities:

Coordinate/supervise the work of boiler attendants, helpers and mechanics within heating plant.

Be responsible for boiler water treatment programs and conduct of water sample tests.

Oversee installation, maintenance, and repair of heating plant equipment and preventative maintenance programs.

Order necessary oil and gas supplies.

Maintain required records on boiler/plant efficiency, water treatment, oil/chemical consumption, including leakage monitoring.

Respond to campus emergency calls during shift or on weekends; investigate called in conditions; take preventative or corrective action personally or through available personnel for short emergency repairs; notify supervisor or call in appropriate crafts for more serious emergencies.

Prepare reports of night or weekend activities for evaluation and review by appropriate personnel.

Cooperate and work with state and insurance inspectors.

Perform general maintenance duties to repair campus buildings structures and equipment, requiring some skill in carpentry, plumbing, painting, and/or electrical/mechanical trades.

Maintain request record of hours and materials expended for each job.

Assure that jobs specified on maintenance requests and work orders are completed satisfactorily.

Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Technical/trade school graduation or equivalent apprenticeship and three years of related experience at the journey level.
2. Knowledge of boilers and related power equipment, boiler codes and safety procedures.
3. Ability to comprehend and complete related technical reports.
4. Ability to analyze problems related to electricity, heating, plumbing and carpentry and determine remedial or permanent course of action.
5. Familiarity with campus and knowledge of related building systems.
6. Supervisory ability.

2/8/88

System Approval

2/8/88

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

