

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

**Job Title: Senior Boiler/Chiller
Technician**

Department: Maintenance

**Grade I
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: August 2007

**Reports To: General Foreman
Maintenance**

Purpose of Job

The purpose of this job is to oversee and assist in the installing and repairing of boilers, chillers, air compressors and cooling systems for the school system. Duties include, but are not limited to: Training assigned staff, checking gauges, maintaining trunk lines, replacing defective apparatus, providing preventative maintenance and performing additional tasks as assigned by the General Foreman of Maintenance.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or al-inclusive. Other duties may be required and assigned.

Training of assigned staff in the proper procedures concerning the operation, installation, and maintenance of boiler and chillers.

Installs, services and repairs boilers, chillers, air compressors and cooling towers and circulation pumps, including glycol and chemical testing; checks for safety, integrity and energy efficiency; trouble shoots all systems.

Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications; connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source.

Prepares and maintains logs and records such as work orders, refrigeration log, vehicle log, equipment log, time sheets, equipment replacement reports...etc.

Checks and maintains gas settings – LP and natural, air pressure, orifices, burners, gauges, site glasses, blow-cocks valves, gaskets, water feeders, electrical wiring and ice storage systems.

Measures, cuts, bends, threads, assembles and installs conduit using such tools as hacksaw, pipe threader and conduit bender.

Orders, purchases and maintains inventory in regard to parts utilized by staff.

Provides preventative maintenance on tools, machinery and property ensuring readiness and the achievement of safety standards.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or GED) and Vocational or technical school training required, with five to seven years of HVAC or boiler/chiller repair and maintenance and training experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a universal refrigeration certification for use and recovery of refrigerants required by the Environmental Protection Agency. Valid Tennessee driver's license required.

KNOWLEDGE OF JOB

Has thorough knowledge of the policies, procedures, and activities of the School System and heating and air conditioning repair practices as they pertain to the performance of duties relating to the job of Senior Boiler/Chiller Technician. Has thorough knowledge of heat and air conditioning repair practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with co-workers, supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and discretion in training co-workers including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment which includes an air handler, heat pump, cooling unit, recovery machine, vacuum pump, lift, pressure gauge, multi-meter, probe, leak detector, regulator, ladder, welding equipment, hand tools, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert in excess of one hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently. Physical demand requirements are at levels of those for very heavy work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative and technical information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Senior Boiler/Chiller Technician. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Senior Boiler/Chiller Technician.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under

moderate stress when confronted with an emergency related to the job of Senior Boiler/Chiller Technician.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date