

Boiler and Burner Specialist I Building Maintenance

*A complete application includes all application materials, proof of education and three supervisory references. Internal applicants must have a minimum of one reference from a **current supervisor** from within HCPSS. References must be updated annually.*

Applicants must submit all required materials in a timely fashion.

Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

Description:

This is skilled work in the maintenance and repair of all boilers and burners. An employee in this class, with supervision from an assigned supervisor, checks, cleans, adjusts, and maintains boilers and burners.

This position is designated as an “emergency employee” under the AFSCME negotiated agreement and may require a response during inclement weather and other emergencies

Essential Job Functions:

- Ability to stand, walk, sit, bend, squat, kneel, climb, and use arm and hand movements
- Ability to carry tools and to handle materials and equipment of 80 to 100 pounds
- Ability to work at heights on aerial lifts, scaffolding, stepladders and/or extensions ladders
- Ability to crawl in, under, over, or through equipment
- Ability to work in confined spaces
- Ability to respond to emergency calls, 24 hours a day/7 days a week

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Examples of Work:

- Conduct scheduled inspections of boilers/burners and their components
- Clean, adjust, and repair burners, boilers, oil pumps, burner blowers, and other parts of the system
- Inspect, replace, repair and clean nozzles, strainers, filters, igniters, and other component parts
- Inspect, repair, replace and clean heating water pumps

- Flush mud drums
- Check and adjust controls, belts, firing, and assures boiler efficiency
- Maintain accurate records and reports on materials and equipment used
- Order spare parts
- Use hand tools, vacuum cleaners, various types of meters, cleaning agents, and equipment
- Pipe oil lines and condensate lines

Minimum Qualifications:

Applicants must meet all of the qualifications, listed herein, to be considered for the vacancy. Use the application, cover letter, and resume to specifically address each qualification.

Education:

High School diploma or GED (must scan and upload to the online application). Foreign credentials must be evaluated as U.S. High School diploma or above.

Experience:

One year of specialized training and three (3) years of experience as a boiler and burner technician.

OR

Five (5) years of experience as a boiler and burner technician.

Required Licenses and Certificates:

- Valid driver's license and good driving record.
- Current Maryland Fourth Grade Stationary Engineer's License.

Physical Requirements:

- Ability to stand, walk, sit, bend, squat, kneel, climb, and use arm and hand movements
- Ability to carry tools and to handle materials and equipment of 80 to 100 pounds
- Ability to work at heights on aerial lifts, scaffolding, stepladders and/or extensions ladders
- Ability to crawl in, under, over, or through equipment
- Ability to work in confined spaces
- Ability to work in adverse weather condition

Required Knowledge, Skills and Abilities:

- Qualified to work on boiler equipment

- Knowledge of boilers (hot water and condensing), burners, the principles of safety, especially as they pertain to boilers, and of standard practices, tools and equipment of the trade
- Knowledge of electricity, electrical motors, fans, ignition systems, and functions of various types of boiler/burners, and of fire programming controls
- Skill in the application of methods used in the trade and in the use and care of pertinent tools, equipment, and materials
- Ability to diagnose electrical and mechanical defects and make repairs to boiler equipment
- Ability to plan work and to maintain accurate records of time and materials used
- Ability to inspect and set electrical controls
- Ability to read and understand technical manuals and schematics and implement that knowledge in actual performance
- Ability to understand wiring of all boiler and burner controls
- Ability to be able to wire new controls if a control becomes obsolete
- Ability to establish and maintain strong human relation skills, effective communication, excellent customer skills and good working relationships with fellow workers, school personnel and administrators
- Knowledge of CSD1 codes, ASME boiler codes, pressure manuals, and working pressures
- Knowledge of principles of safety as they relate to the trade.

Salary:

This is a 12-month position, on the Maintenance/Warehouse Salary Scale in the AFSCME Master Agreement (<https://www.hcpss.org/f/employment/esp-agreement.pdf>) Salary Grade 9 (Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System).

Under the Fair Labor Standards Act, this position is not exempt from overtime.

Application:

A complete online application and all application materials, including **three** reference surveys from supervisors only, must be submitted by the closing date to be considered. Internal candidates must have a minimum of one reference from a current supervisor from within HCPSS, returned by the closing date of the posting.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript

For questions regarding this vacancy, please contact:

Laurie Watts
Recruitment Specialist
Office of Human Resources
(410) 313-1521
Laurie_Watts@hcpss.org

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Pre-employment Physical:

The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by the Howard County Department of Education.

Employee Safety:

The employee is responsible for using safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is also responsible for using safe practices and methods in the operation of equipment and supplies related to his/her particular job. **Any unsafe pressure vessel will be red-tagged by the employee in this category and tag will not be removed until unsafe condition has been corrected.** The employee is further responsible for correcting and/or reporting any conditions within the building or grounds that may be hazardous to employees, students or staff members assigned to the building.

The employee is responsible for the safety and maintenance condition of their assigned vehicle.

Only applicants who submit all of the requested information by the closing date of the vacancy will be considered for this position.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual

orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.