

BOILER ATTENDANT TRAINEE

Facilities Management

THE PURPOSE of this position is to operate and maintain furnaces, boilers and related equipment and to oversee the work of Building Service Helpers.

ESSENTIAL FUNCTIONS:

- Operate heating and ventilating plants and air conditioning equipment in an assigned school building.
- Maintain buildings and grounds including housekeeping, grass cutting, and snow removal.
- Repair and maintain various kinds of mechanical equipment found in school buildings.
- Direct and oversee the work of Building Service Helpers.

CONDITIONS OF EMPLOYMENT:

- Candidates must be willing to work a varied shift start time or be assigned to early morning or late evening shifts. This is the entry level position for the School Engineer series.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. **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.)
2. **A City of Milwaukee Stationary Engineer's Permit to operate low-pressure boilers.** (Please call the City of Milwaukee at 414-286-2514 for information about purchasing a permit).

NOTE: A COPY OF YOUR A.S.O.P.E. LICENSE and CITY OF MILWAUKEE STATIONARY ENGINEER'S PERMIT must be received within three business days after the application period closes. These documents may be either attached to the application, sent to staffinginfo@milwaukee.gov, or sent to Box BAT, Department of Employee Relations, City of Milwaukee, 200 E. Wells St, Rm 706, Milwaukee, WI 53202. Only applications with the necessary licenses and permits will be considered; applications without these materials will be rejected.

3. Valid driver's license and availability of a properly insured personal automobile for use on the job at time of appointment and throughout employment (*car allowance provided*).

DESIRABLE QUALIFICATIONS:

- Thorough familiarity with downdraft furnaces, boilers, pumps, compressors, oil burners, combination oil and gas burners, heating and ventilating equipment and other mechanical equipment found in schools.
- Certification in the EPA Asbestos Abatement Training Program.
- Supervisory experience.

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- 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 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 applications and use to include MS Office software, IPAY, AiM, and the MPS Portal.
- Skill in the use of hand and power tools used in installation, repair and maintenance.
- Skill in performing housekeeping duties.
- Ability to maintain positive relations with principals, teachers, co-workers, students, and the general public.
- Ability to perform minor maintenance throughout the building.
- Ability to work from ladders and scaffolding.
- Ability to move and transfer objects weighing up to 50 pounds or more.
- Ability to shovel snow and remove debris.

THE CURRENT PAY RANGE IS:

- \$31,900 – \$39,722 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **November 15, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling (414) 286-3751.

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