

# BOILER ATTENDANT TRAINEE

The eligible list resulting from this examination may be used to fill similar Milwaukee Public Schools and City of Milwaukee positions.

**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.
- Perform other functions as assigned.

**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 at time of appointment.** (Please call the City of Milwaukee at 414-286-2514 for information about purchasing a permit).

**NOTE: YOU *MUST* SUBMIT A COPY OF YOUR A.S.O.P.E. LICENSE and CITY OF MILWAUKEE STATIONARY ENGINEER'S PERMIT WITH YOUR APPLICATION or EMAIL A COPY TO [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).**

3. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.
4. 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*).
5. Certification in the EPA Asbestos Abatement Training Program within 6 months of appointment.

## **DESIRABLE QUALIFICATIONS:**

- Graduation from high school or a GED.
- 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.
- Supervisory experience.

## **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 basics.
- Skill in the use of hand and power tools used in installation, repair and maintenance.
- Skill in performing housekeeping duties.
- Skill in public and interpersonal relations with school staff and fellow workers and public.
- Ability to perform minor maintenance throughout the building.
- Ability to move and transfer objects weighing 50 pounds or more, shovel snow and debris and work from ladders and scaffolding.

*Boiler Attendant Trainee (MPS)*

**THE CURRENT SALARY 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 and the hiring department 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 **October 14, 2011**. 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 by mail of the date, time, and place of the examination.

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9/22/11