

**ALLENTOWN SCHOOL DISTRICT  
FACILITIES SERVICES DEPARTMENT**

**Title:** Maintenance Mechanic

**Primary Assignment:** Boiler Mechanic

**Reports To:** Director of Facilities Services or his/her Assistant

**General Responsibilities:** Performs duties in all areas of the heating/oil burner trade and maintains all heating systems in the Allentown School District in first class working order to insure a safe and pleasant instructional environment.

**Qualifications:**

1. Applicant must possess a strong knowledge of the repair and installation of commercial oil burner systems, including Industrial Combustion, Gordon Piatt, Carlin and Superior Combustion burners, H. B. Smith, Weil McLain and other make steam/hot water boilers. (Three years field experience preferred.)
2. Applicant must possess a strong knowledge of system traps, pneumatic controls, air compressors, unit ventilators, air handlers and thermostats and be able to diagnose and repair malfunctions of same.
3. Applicant must possess a strong knowledge of commercial gas/oil burner electrical circuits and be able to obtain any license that may be required by local code enforcement agencies.
4. Applicant must be capable of soldering, threading, repair and installing copper/steel piping systems.
5. Applicant must possess a valid Pennsylvania driver's license.
6. Alternatives to the above, which the School Board may deem acceptable

## **Maintenance Mechanic – Oil Burner Mechanic**

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#### **Performance:**

1. Performs preventive maintenance to heating systems and recognizes present and/or potential problems which may cause heating systems to malfunction.
2. Assumes the responsibility of determining the material required for first class repairs or installation of heating systems and reports same to Facilities Services Department supervisors.
3. Secures needed material and performs all installations/repairs to heating systems in accordance with industry standards and manufacturer's instructions to render a first class finished product.
4. Takes all necessary precautions to protect students, staff, and the general public from harm when making repairs to heating systems or operating School District equipment, and leaves all work areas clean, neat, and free of debris.
5. Evaluates new products, equipment, and techniques in the heating industry and reports same to Facilities Services Department supervisors.
6. Provides guidance and instructions to School District personnel on proper procedures for the operation of heating systems in their assigned buildings.
7. Performs other duties as assigned by the Director of Facilities Services or his/her Assistant.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by his job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

Reviewed and read by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Individual serving in this position*