

<b>Job Title:</b>	Foreman Boilers	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Director	<b>Pay Grade:</b>	409
<b>Dept./School:</b>	Maintenance, Buildings & Grounds	<b>Date Revised:</b>	April 22, 2021

**Primary Purpose**

Maintain, repair, and replace kitchen equipment in the schools throughout the District by managing the fiscal, material, and personnel aspects of the department.

**Qualifications****Education/Certification**

High School Diploma/GED  
 Valid State of Texas Contractor's License  
 Valid Driver's License  
 Valid EPA Certification

**Special Knowledge/Skills**

- Ability to communicate effectively
- Ability to read and understand blueprints and longer diagrams for kitchen appliances

**Experience**

Five (5) years' experience in boiler repair

**Major Responsibilities and Duties\****Building Maintenance and Repair**

1. Coordinate maintenance and repairs to boilers and refrigeration equipment by scheduling maintenance crews.
2. Maintain department files by receiving, processing, and filing work orders.
3. Consult with the Director, engineers, and architects to develop blueprints for new construction
4. Evaluate repairs and maintenance for accuracy and efficiency.
5. Coordinate with vendors to obtain cost efficient materials and services.
6. Develop a seminar to articulate the guidelines, which govern maintenance procedures.
7. Manage the human resources functions of the department by interviewing, hiring, and disciplining department personnel.
8. Repair boilers, water, steam lines, and extends utility lines to accommodate installation of new fixtures and equipment such as drinking fountains, gas burners, boilers, and hot water heaters.
9. Direct the cleaning of boilers and boiler furnaces.
10. Coordinate periodic inspections of boiler and instruct custodians in firing up and cleaning of boilers.
11. Operate equipment and uses tools following established safety procedures.
12. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
13. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
14. Maintain tools and equipment and perform preventive maintenance as required.
15. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise assigned personnel.

**Equipment Used**

Gauge, ohmmeter, electrical test equipment, calibration equipment, hand and power tools, welding equipment, ladders, hoists, pipe bender, propane torch, soldering iron and wire puller. Light truck or van.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Frequent walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Ability to operate hand, power, and bench tools. Work in tiring and uncomfortable positions, indoor and outdoor, on slippery or uneven walking surfaces; on ladders, and scaffolding; and around machinery with moving parts. Exposure to hot and cold temperatures, and excessive noises. Must be able to lift 45 pounds or more. Frequent districtwide travel.

**Terms of Employment**

238 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.