Salary Grade 36

### **Summary Information:**

Classification Title: Ass	sistant Boiler Mechanic
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Date Prepared: 04/2003

FLSA Status: Non-Exempt

### **Typical Decisions and Recommendations Provided to Others:**

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

### **Activity Identification**

#### **Activity Name**

422	Building Operations - HVAC	Maintain air conditioning and heating units within one or more facilities.
420	Building Operations - Plumbing	Maintain pipes and/or fixtures for the distribution and use of water for one or more facilities.
415	Minor Building Maintenance	Check boilers and other equipment. Fix lights, electrical devices, glass, etc. Minor construction. Assist central maintenance with large repairs.
425	Building Operations - Emergency or Other	Operations not covered by bid and/or not covered by other activity definitions.
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.
416A	General Facilities Inspections	Inspect facilities for cleanliness, disrepair, and general housekeeping.
429	Equipment Repair and Maintenance	Activities associated with administering and performing repair and maintenance on machines and other equipment.
410 A	Disaster/Emergency Services	On call to report to any District school or facility to provide any emergency required services.
999	Assigned Duties	Perform other duties as assigned.
Genera	l Classification Specification Fact	ors:
Education:		Vocational training (720 hours) in appropriate area with no related experience required; or High School diploma or equivalent with one year related experience required; and Appropriate certification/license as required
Supervisory Responsibility:		None
Type of Supervision:		N/A
Effectiv	e Date:	7/1/2003

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## **Skill Identification**

Managerial/Supervisory Skills	Important	Not Important
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Developing Multi-year Strategic and/or Operational Plans		
Developing Annual Budgets		
Policy Development		
Controlling Expenses		
Coordinating Resources		
Decision making		
• Delegation		
• Individual/group leadership		
• Interpersonal (working with groups)		
Knowledge of Business/organizational systems		
• Negotiating and/or persuading others to take action		
Promoting safety		
Supervising, coaching and developing employees		

Office Skills	Important	Not Important
Checking grammar/punctuation		
• Filing		
Perceiving detail in checking information/forms		
Reading comprehension (high school level)		
Operating word processing software		
• Operating a computer terminal for data entry		
Operating automated spreadsheet software		
Scheduling appointments and/or travel		
Taking and distributing messages		
Taking dictation and meeting minutes		
• General mathematical - adding, subtracting, multiplying, etc.		

		Not
Professional and Technical Skills	Important	Important
Accounting/finance		
• Advanced math - algebra, statistics, geometry		
• Architecture		
• Bookkeeping		
Computer operations		
Computer programming		
Contract interpretation		
• Craft skills (electrical, etc.)		
Drawing-figures/drafting		
• Engineering		
• Graphic arts		
• Landscaping		
Good Judgment		
Work standards		

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• Integrity

### Skill Identification (cont.)

Communication Skills	Important	Not Important
<ul> <li>Oral communicationexchanging or expressing ideas by means of the spoken word</li> <li>Presentationstransmitting information in a formal setting</li> <li>Foreign communicationusing a language other than English to communicate in writing or orally</li> <li>Written communicationpreparation of manuscripts, speeches, detailed plans, letters, policies, etc.</li> <li>Editing written documents for content</li> </ul>	mportant	Important
<ul> <li>Reading comprehension - understanding technical or scientific blueprints and charts</li> <li>Public speaking</li> </ul>		

Physical Domonds	Important	Not Important
Physical Demands	Important	Important
<ul> <li>Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching</li> <li>Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder</li> <li>Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms</li> </ul>		
<ul> <li>Color - Match or discriminate colors</li> </ul>		
<ul> <li>Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling)</li> <li>Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips</li> </ul>		
• Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved)		
• Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound		
• Lifting - raising or lowering an object from one level to another (includes upward pulling)		
• Pulling - exerting force upon an object so that the object moves toward the force (includes jerking)		
• Pushing - exerting force upon an object so that the object moves from the		
force (including slapping, striking, kicking, and treadle actions)		
• Reaching - extending the hands and arms in any direction		
• Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people		
• Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight		