

HICKORY CHAIR®

JOB DESCRIPTION

BOILER TENDER/ WATCHMAN

FLSA – NON-EXEMPT
DEPARTMENT: MAINTENANCE

JOB CODE: 50244

EEO CODE: 08

REPORTS TO: FACILITY ENGINEER

SUMMARY:

This position is responsible for completing security rounds on an assigned shift and for maintaining and operating boiler house equipment. The role of the Boiler Tender is to keep the boiler house equipment in good working order and to comply with all State and Federal safety and environmental regulations.

The position will be a 12 -hour shift from 7:00 P.M. to 7:00 A.M., Sunday, Monday and Tuesday and every other Wednesday.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Serves as a Watchman to make rounds throughout the facility during scheduled shift. (Including nights, weekends, and holidays)
- Maintains, operates, and inspects equipment associated with the boiler house including boilers, DA tanks, condensate return tanks, chemical tanks, dust silo, dust vault, multi-cyclone collectors, dust system collectors/filters, and diesel fire pump.
- Be able to read thermometers, gauges and settings on equipment.
- Records readings and utilizes other troubleshooting techniques to insure efficient operation.
- Maintains and repairs systems using knowledge of repair methods, techniques, analytic instruments and tools.
- Can utilize electrical, hydraulic, air, and mechanical blueprints, schematics, and diagrams in the repair of installation of equipment.
- Supervises truck/driver while bulk fuel deliveries of fuel oil and propane gas are off loaded.
- Supervises truck/driver while boiler chemical treatment drums are delivered.
- Has thorough knowledge of diesel fire pump operation and can restart the system if necessary.
- Must be versatile and prepared to assume work assignments in all areas of responsibility.
- Must follow all safety policies and procedures.
- All other duties assigned.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or GED is not required. Prefer 2 years of experience in boiler operations.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. May require the ability to write routine reports and correspondence. May require the ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

Must have basic knowledge of computer programs.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Ability to Execute - Targets and achieves results, sets and accomplishes challenging goals, prioritizes and manages tasks effectively, maintains an organized system to monitor progress, overcomes obstacles, accepts accountability, sets standards and responsibilities, may provide leadership/motivation.

Commitment to Task - Meets commitments, works independently, accepts ownership of projects and outcomes, takes personal responsibility and sets objectives/standards, stays focused under pressure, meets attendance/punctuality requirements, shows a sense of urgency about getting results.

Communication - Clearly exchanges thoughts, ideas and messages through written, verbal and non-verbal methods that promote an understanding with the target audience. Creates accurate and punctual reports, delivers engaging presentations, shares information and ideas with others in a timely manner. Listens carefully and attentively.

Customer Focus - For both internal and external customers, builds customer confidence, is committed to increasing customer satisfaction, sets achievable customer expectations, assumes responsibility for solving customer problems, ensures commitments to customers are met in a timely manner, solicits opinions and ideas from customers.

Diversity - Supports an inclusive workplace, incorporates different viewpoints and ideas to maximize performance and contributions of employees, develops strengths in team members, deals respectfully with colleagues, customers and vendors at all levels, understands his/her role in building and sustaining a culture of high performance.

Initiative - Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development, demonstrates a bias for action without prompting.

Innovation - Generates new ideas, challenges the status quo, pursues ongoing improvements, supports change, encourages originality, solves problems creatively.

Quality - Is attentive to detail and accuracy, is committed to excellence, continuously looks for improvements, finds root cause of problems, owns/acts on problems, seeks opportunities to increase effectiveness and efficiency.

Safety Mindset - Promotes a respect for safety, keeps workplace clean and safe, supports safety programs, policies/procedures, takes preventative and corrective action to address potential safety hazards and prevent

future injuries, resists temptation to cut corners where safety is concerned, follows all safety related company policies and complies with location specific safety rules, drives safely on and off company property.

OTHER QUALIFICATIONS

This position requires excellent communication skills, and analytical and problem-solving skills. Must be able to multi-task and have good organizational skills.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands described in the Task Development Worksheet 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.

The work environment characteristics described in the Task Development Worksheet 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.

See the Task Development Worksheet on the next page.

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Task Development Worksheet For: Boiler Tender

(Position)

Essential Functions

Frequency and number of hours performed:

	Frequency		Number of hours each day									
	Continuous	Intermittent	<1	1	2	3	4	5	6	7	8	>8
Sit		X	X									
Walk		X						X				
Stand		X					X					
Bend		X		X								
Squat		X		X								
Climb		X	X									
Kneel		X		X								
Twist		X		X								

Hand/Arm/Foot Manipulation	Right Y/N	Left Y/N	Frequency
Grasping?	Y	Y	F
Pushing/Pulling?	Y	Y	F
Fine Manipulation?	Y	Y	R
Keying?	N	N	N
Reaching above shoulder level?	Y	Y	O
Reaching at or below shoulder level?	Y	Y	O
Repetitive foot use to operate controls?	N	N	N
Special visual or auditory requirements?	Y	Y	C

Lifting and Carrying Demands:

*N=Never, R=Rare (<1 hr.), O=Occasionally (1-3 hrs.), F=Frequently (4-6 hrs.), C=Continuous (>6 hrs.), I=Intermittently

Weight	Lift Frequency (N,R,O,F,C)*	Carry Frequency (N,R,O,F,C)*
<10 Lbs.	F	F
11-25 Lbs.	O	O
26-50 Lbs.	O	O
51-75 Lbs.	N	N
76-100 Lbs.	N	N
>100 Lbs.	N	N

Longest distance carried: 5-10 feet

Heaviest item carried and how far: 50 lbs. /5-10 feet

Other:

Y/N

Driving cars, trucks, fork lifts, moving equipment?	Y
Working near hazardous equipment and machinery?	Y
Walking on uneven ground?	Y
Exposure to dust, gas or fumes?	Y
Exposure to noise?	Y
Exposure to extremes in temperature or humidity?	Y
Working at heights?	Y