BOILER MECHANIC A
Facilities Management

POSITION SUMMARY

Occidental College is a selective four-year private liberal arts residential college. It is a single hillside campus of 123 acres, 50 major buildings and just over one million square feet. During the academic year over 1200 students live on campus, and during the summer special events and conferences are housed on campus creating a seven-day a week support requirement.

Safely performs tasks of the highest complexity within the operation and maintenance specialty related to the various hot water and low-pressure steam boiler heating systems of the College. This is a fully qualified position.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

1) Uses a variety of hand tools (e.g. wrench, pliers, screwdriver), power hand tools (e.g. drill, buffer), specialized power tools (e.g. tube cleaner), and instruments (e.g. flow meters and ohmmeters) to safely perform all the basic duties related to maintenance, repair, alteration and installation of hot water and low pressure steam heating system tasks.

2) Basic duties include responding to trouble calls for heat, adjusting boiler controls, replacing components such as fluids, chemicals, lines, valves, thermostats, motors, pumps and fans. Performs preventive maintenance work including chemical treatment and keeps accurate records as part of the campus boiler preventive maintenance program.

3) Performs highest level of analysis and troubleshooting with very little guidance or direction.

4) Repairs, and replaces the complicated distribution systems and control systems.

5) Reads blueprints, interprets and follow detailed schematics.

6) Acts as Lead when appointed.

7) Performs preventive maintenance work orders. Responsible for setting up, implementation, and insuring compliance with campus boiler preventive maintenance program and water treatment to assure protection of the campus equipment and infrastructure. Oversees organizing and record keeping, and instruction of lower level technicians in this area.

8) Trains the lower rated boiler mechanics in the more complicated trouble shooting, analysis and rebuilding, and installation of systems and energy control devices.

9) Has a full understanding of energy management control systems to help perform troubleshooting and scheduling.

10) At times, may work together with HVAC technicians on complicated repairs or system replacements.

11) Has full knowledge of all materials and standards of the trade

12) Receive and appropriately respond to specific instructions from immediate supervisor as to work assignments and quantity and quality of work expectations.

13) Maintain routine maintenance logs and records. Document maintenance and repair activities using the Department work order system. Keep track of own labor, materials and supplies used and report these on a
timely and accurate basis.
14) Performs other duties as assigned.

QUALIFICATIONS

Five to seven years' experience in Boiler operation or related field required. Experience in setting up, implementing and maintaining a preventive maintenance program. Certificate in technical training desired. Strong knowledge of HVAC and plumbing required. Able to bend, stoop, climb and lift and not afraid of heights. Requires moderate physical strength. Must have a customer-oriented personality. Read, write and understand directions in English. High School diploma desired. Valid California driver's license required and must maintain College designated driver status. Must be available for both remote and in person after-hours response.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

January 17, 2018