

## Westminster College Position Vacancy

### Boiler Operator

Westminster College, New Wilmington, PA, is seeking qualified candidates for the full-time position of Boiler Operator. The Boiler Operator is responsible for providing competent heating service to the college, including repair and replacement of all boiler equipment.

**Requirements and responsibilities of the Boiler Operator include, but are not limited to, the following:**

- Must be self-motivated and work with minimum supervision.
- Responsible for the operation, installation, and repair of boilers and heating systems, pneumatic controls, steam traps, pressure regulators, steam separators, pumps, fans, motors, and piping systems.
- Maintains proper water conditions through application of chemicals. Periodically overhauls heating systems.
- Performs preventive maintenance through inspection of boilers and heating systems, including cleaning and changing filters, lubricating motors, tightening belts, etc., and flu cleaning and firebox repair during shut down periods.
- Completes necessary paperwork, including daily timesheet, work orders, incident reports, etc.
- Uses materials and resources efficiently.
- Keeps all work areas and shops neat and clean.
- Understands and utilizes the college's inventory control system.
- Reports incidents, accidents, and unsafe acts and/or conditions immediately to the crafts supervisor (or his/her manager in the supervisor's absence.)
- Understands and utilizes college purchase order and purchase card systems.
- Must wear personal protective equipment when needed, including safety glasses, ear protection, gloves, etc.
- Shoes, shirt, long pants, and identification badge must be worn at all times.
- Will assist other maintenance personnel on special jobs and supplement custodians, moving crews, paint crews, or others during emergencies or heavy work periods.
- Performs other duties as assigned.

**Qualifications and Physical Demands:** High School graduate or G.E.D. equivalent. Sufficient mathematical and conversation skills for estimation purposes. Ability to read and follow blueprints/equipment specifications manuals, schematics, and wiring diagrams. Ability to climb to the height of 40 feet. Must own tools and vehicle that will be utilized for inter-campus use, parts pickup, etc.

**Hours of Work:** 7:00 AM to 3:30 PM (lunch 12:00 PM to 12:30 PM). Overtime as required. On-call 24 hrs/day for emergencies – must carry and maintain personal cell phone.

Review of applicants will begin on **June 20, 2019**, and will continue until the position is filled. Interested individuals should send a cover letter, resume, and the names and contact information for at least three professional references by email to **humanresources@westminster.edu**

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.

**INTERNAL POSTING**