



MAINE TURNPIKE AUTHORITY Job Description

Job Title: Oil/Gas Burner Technician
Department: Building Maintenance
Reports To: Building Systems Coordinator
FLSA Status: Non-Exempt

Summary

This is a licensed tradesperson position, which requires master level work in the installation, alteration, maintenance and repair of oil/gas burner systems and related equipment, as well as installing and servicing propane and natural gas appliances and indoor piping.

Work involves performing skilled tasks in accordance with standard practices of the trade. Related skilled work, involving Plumbing, Electrical, Ventilation and Air Conditioning will also be performed by employees within this classification (as abilities, experience and licenses will allow). Assignments are received orally or in writing and may be accompanied by penciled sketches or mechanical drawings. The work is performed independently or as apart of a larger team effort in accordance with standard trade practices and MTA policies and is subject to check by a maintenance supervisor/manager while in process or upon completion.

Essential Duties and Responsibilities

The duties listed cover the principle duties of the position and are not all-inclusive.

- Cleans boilers, replacing and/or repainting worn or broken parts on boilers and pumps in order to ensure continued operation. Performs required plumbing work in association with heating systems. Maintains, operates and repairs heating (both oil and gas) and ventilating systems to ensure a comfortable and safe environment.
- Installs, maintains and repairs electric motors and generators (within abilities and license).
- Installs, maintains and repairs sewage treatment facilities and water systems, including performing some minor, routine plumbing work, consistent with qualifications & licensures.
- Maintains Air Conditioning systems and units, makes minor repairs as necessary.
- Assists Management/Supervisors in trouble shooting and performs research for projects (as required) involving water/sewer, HVAC (heating, ventilation and air conditioning), and other mechanical/electrical systems for facilities.
- Assists other tradespersons within Building Maintenance department as required.
- Collects and properly manages universal waste.
- May be responsible to oversee other oil/gas burner technicians.
- Performs other duties as required.

Required Knowledge, Skills and Abilities

Must have considerable experience working in trade as a gas burner serviceperson.

Prefer tradesperson with additional training/licensure in HVAC, Plumbing, Electrical, and/or Wastewater Treatment.

Knowledge of low-pressure heating systems, their operation and maintenance is required.

Knowledge of occupational hazards and safety precautions necessary for mechanical repair work is required. Ability to read, interpret and follow OSHA rules and regulations as well as internal Maine Turnpike policies in regards to Personnel Protective Equipment (PPE); Lock Out/Tag Out, and Hazardous Communications (as well as others as they apply) is required. Note: Refresher training will be provided in house or through outside vendors during normal work schedule throughout the year.

Ability to understand and follow the guidance set forth in the MTA environmental SOP for Universal Waste Management.

Considerable knowledge and skill in the use and care of tools, materials, methods and practices of the oil/gas burner trade is required. Additional knowledge/skill within HVAC, Plumbing, and/or Electrical trades would be preferred.

Working knowledge of the gas code NFPA 54, Electrical code NFPA70E, local, state and national gas burner codes is required. Additional knowledge of codes within HVAC, Plumbing, and/or Electrical trades would be preferred.

Must have skills in locating and correcting defects in heating systems, electric motors and generators.

Must have ability to read plans, sketches and mechanical drawings.

Must have ability to understand and follow oral and written instructions.

Ability to read and understand documents such as policies, safety rules and procedure manuals. Ability to write basic correspondence. Ability to speak effectively and to accurately convey information to staff, patrons, state and local government, and the general public in a concise and courteous manner.

Ability to apply basic mathematical and algebraic concepts such as whole numbers and fractions. Ability to calculate figures and amounts such as discounts and percentages.

Ability to apply common sense understanding to carry out instructions in written, oral or diagram form. Ability to deal with problems involving concrete variables in standardized situations. Applies good judgment in a variety of settings including stressful situations. Ability to know when to ask questions and how to find information when needed.

Education and/or Experience

Must have high school diploma or General Education Degree (GED).

Minimum of two years of Technical school or related education preferred.

Knowledge of Microsoft Outlook, Word, and Excel and Internet search engines.

Must be trained or have the ability to be trained (as competent person) within 6-months of taking this classification in universal waste management and work under the direct supervision of an individual who is fully trained in universal waste management and receive annual refresher training.

Certificates, Licenses and Registrations

Employee in this classification must have a Master Oil Burners license to service up to 15 gallon per hour burners (#1 and #2 solid fuel) and two Propane/Natural Gas licenses (Appliance Connection and Service Technician license and the Large equipment Connection and Service Technician endorsement).

Requires a valid Maine driver's license (Class C).

Special Requirements

Protective Footwear such as heavy leather boots with minimum of (6) inches in height that meets the ANSI-Z 41 standard, shall be worn by an employee in this job classification. Shoes, sneakers, or any other type of footwear are not acceptable.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand and communicate through speaking and listen intently.

The employee is routinely required to walk, sit, use hands to manipulate, handle or feel, reach with hands and arms, and stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus and ability to drive at night.

Pay Range

Range 17, Maintenance & Operations Bargaining Unit.

Working Hours

Typical winter hours are Monday through Friday, 7:00 a.m. to 3:30 p.m. and summer hours Monday through Thursday 6:00 a.m. to 4:30 p.m. This position may be subject to some non-routine hours and may receive service call notifications at any time. Employee must be available to come in early or work late on occasion.

Work Environment

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles and frequently exposed to the dangers of moving vehicles of all sizes and types. There is frequent exposure to maintenance and construction activities where the noise level is usually very loud. The employee maybe required to work a nonstandard work week.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.