

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

职位描述

TITLE 职位名称: **Boilerman 锅炉工**
SALARY SCALE 薪资等级: Support Staff Salary Scale 后勤人员薪资等级
CONTRACT DAYS 合同天数: Full Year 全年

POSITION SUMMARY 职位概述:

The Boilerman will be responsible for boiler/water treatment and related HVAC equipment's operation/supervision. General plumbing work, water pump, boiler, water treatment and related HVAC equipment's installation/maintenance/repair and other related duties.

SUPERVISED, EVALUATED BY & REPORTS TO:

领导、评估和汇报的对象:

Maintenance Supervisor/Facilities Director 维修主管/设施总监

QUALIFICATIONS, DISPOSITIONS AND SKILLS:

资格证书, 配置和技能:

- Formal schooling required (high school or equivalent education and above).
要求正规学校教育 (高中或同等及以上学历)。
- Boiler operation and water treatment certificate required.
要求持有锅炉操作和水处理证书。
- The boiler safety management certificate preferred but not required.
有锅炉安全管理证书者优先, 但非必需。
- Senior boiler technician certificate from a vocational training school preferred but not required.
持有职业培训学校颁发的高级锅炉技师证书者优先, 但非必需。
- Plumbing certificate from a vocational training school preferred but not required.
持有职业培训学校颁发的管道工证书者优先, 但非必需。
- Electrician certificate preferred but not required.
有电工证者优先, 但不是必须的
- Elevator Safety Management License preferred but not required.
有电梯安全管理资格证书者优先, 但非必备条件
- More than five years of experience in the operation, maintenance, and repair of boilers, water treatment, and related facilities.
有五年以上从事锅炉、水处理以及相关设施的操作、维护、维修的工作经验。
- Experience with installation/maintenance/repair of general plumbing and water pump required.
需要有安装/维护/修理一般管道和水泵的经验
- Basic knowledge and understanding of electrical work.
对电工知识有基本认识 and 了解
- Must be available for emergency calls.
能够随时接收应急呼叫和处理突发紧急事件
- Must be available during shift scheduled periods (off duty time, midnight, weekend, holidays) to ensure smooth operation of school facilities and events support.
必须能适应非常规工作时间 (常规工作日工作时间以外、午夜、周末、节假日), 以确保学校设施的顺利运行和活动支持。
- Computer skill preferred but not required.

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熟悉电脑操作者优先。

- English preferred but not required.
会英语者优先。

PERFORMANCE RESPONSIBILITIES:

工作职责

- Operate and supervise boiler, water treatment and other related HVAC equipment independently.
独立操作和监督锅炉、水处理设施以及相关暖通空调设施的日常运行。
- Familiar with boiler water treatment chemicals, able to skillfully and independently perform boiler water quality analysis.
熟悉锅炉水处理药剂、能够熟练而独立进行锅炉水质分析。
- Perform boiler, water treatment and other related HVAC equipment's maintenance and repair as assigned.
执行锅炉、水处理及其他相关暖通空调设备的保养和维修任务
- Perform hot water supply system equipment's maintenance and repair.
进行热水供应系统设备的维护和修理
- Provide maintenance and repair for all Plumbing related details to ensure operational effectiveness of school facilities.
对所有与水暖相关的细节进行维护和修理，确保学校设施的运行效率
- Handle all necessary Plumbing related materials in a safe and professional manner.
以安全和专业的方式处理所有必要的冷热水管道相关材料
- Perform other HVAC related maintenance or repair tasks as arranged by the supervisor when boiler work is not required to be scheduled, e.g. during summer months.
在锅炉工作无需排班的时候，例如夏季，承接主管安排的其他空调相关的维护或者维修任务。
- Comply with campus rules and regulations to ensure safe, stable and efficient operation of equipment.
遵守校园的各项规章制度，确保设备的安全、稳定和高效运行
- Assist other departments to complete related work.
协助其他部门完成相关工作
- Other related tasks assigned by supervisor.
上级分配的其他相关任务

SAS BELIEVES:

SAS 信念:

- That each employee makes a significant contribution to our success.
每位员工都为我们的成功做出了重大贡献。
- That contributions should not be limited by the assigned responsibilities.
任何贡献不应受到职责束缚。

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

因此，此职位的描述旨在概述主要职责、资格和工作范围，但不将员工或 SAS 仅限于已确定的工作。学校期望每位员工能够随时随地提供服务，以确保我们组织的成功。

How we see the world is how we experience the world

SHANGHAI AMERICAN SCHOOL

我们如何看待世界就是我们如何体验世界

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

我们相信，多样性、公平性和包容性能丰富我们的社区，并创造一种归属感，迫使我们每个人成长。因此，我们致力于社区成长的旅程，其基础是植根于我们的使命和核心价值观的最佳和可持续的做法。我们寻求愿意为这样一个环境作出贡献的人。

Child Safeguarding at SAS

学校的儿童保护

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

上海美国外籍人员子女学校根据我们的核心价值观和愿景声明，制定了一项儿童保护政策，指导我们的教职员工和家庭处理与在我校就读的儿童的健康、安全和照顾有关的事宜。所有教职员工在接受上海美国外籍人员子女学校的工作时，都同意与学校合作，并遵守学校董事会通过的政策。

With this in mind,

请记住

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
根据我们对儿童保护和保障的各方面的坚定承诺，申请将被彻底和严格地筛选。
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
如果有信息表明申请人不适合继续接受该申请，上海美国外籍人员子女学校保留随时撤销申请人候选资格的权利。
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
如申请人未能提供现任和前任负责人的推荐信，上海美国外籍人员子女学校保留取消其候选资格的权利。
- Hiring is contingent upon successful criminal background checks.
聘用的条件是成功完成刑事背景调查

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.

请申请人尽早提交申请，上海美国外籍人员学校保留随时关闭选拔流程的权利