

GRACE LUTHERAN CHURCH
Saint Paul, Minnesota

Number 5.2.13
Effective Date: 11/18/25

JOB DESCRIPTION

Title of Job: Boiler Operator

Summary of Job:

Perform the necessary functions to monitor Grace Lutheran Church's boiler system, to ensure the system is operating safely, efficiently and within proper regulations.

Report observed issues. Interface with outside vendors to ensure the systems are performing as required. Perform regular procedures related to the start and end of the heating /cooling seasons. (Replacement of filters in the air handling units will be performed by Owens Company per maintenance agreement contract.)

Supervision:

Ultimate authority – Congregational Council

General guidance and direction – Property Management Committee

Day to Day supervision – Pastor

Major Job Tasks:

Boiler Operation. Seasonal procedures.

Monitor and control, to include recording data as required by inspectors.

Detecting issues within the system. Report observed issues.

Recording data as required by inspectors.

Required Education/Knowledge, Skills and Abilities:

1. Possess a valid Boiler Operator License issued by the State of Minnesota. This license must be renewed every two years.
2. High School diploma. Good communications and social skills. Ability to legally drive an automobile.
3. Ability to work independently with little supervision; work with people in a pleasant manner and speak, write and understand English.

Physical Demands:

Frequently required to talk, hear, stand, walk, kneel, and use hands and arms to reach out. Frequently lift up to 50 pounds. Vision requirements include close vision, distance vision, and ability to adjust focus.

Work Environment:

Work is performed indoors in a building with appropriate heating, cooling and lighting. Typical location of work to be performed is in the Church's boiler room. The Boiler Operator, at times, maybe the only person in the church building. Frequently other people maybe in the office area and other rooms of the building.