



## JOB DESCRIPTION

<b>Job Title</b>	Building Engineer
<b>Department</b>	Buildings & Grounds
<b>Reports To</b>	Building Services Manager
<b>Classification</b>	Buildings & Grounds
<b>Location</b>	Secondary School
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Building Engineer is accountable for maintaining systems consisting of electrical, HVAC, and plumbing in an assigned building. They also assist with organizing and scheduling custodial and maintenance work as well as performing routing maintenance/inspections on building equipment and keeping records of maintenance service.

## Essential Job Functions

- Assists in the development and organization of custodial maintenance schedules.
- Develops and maintains inventory logs of required maintenance supplies.
- Monitors/programs building automation control system(s) for daily operation and afterhours/weekend activities.
- Coordinates custodial services for afterhours/weekend activities and events.
- Performs preventative and restorative maintenance on all facility electrical and HVAC equipment.
- Performs operational and annual maintenance on facility boilers.
- Performs repair and replace maintenance of plumbing systems.
- Performs repairs on building furniture, bleachers, lockers, and all building equipment.
- Performs carpentry/cabinetry operations.
- Paints, varnishes, and finishes facility and cabinetry surfaces.
- Maintains facility maintenance records.
- Submits work orders, requisitions, and supply orders.
- Performs routine inspections of facilities and equipment.
- Assists in the operation of building security.
- Functions as the designated person for building checks and emergency response.

### **Ancillary Job Functions**

- Removes snow and ice from steps, walks, intersections, and fire hydrants during winter months.
- Assists staff and students of the school in matters of safety and health.
- Participates in profession development as approved and directed.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Proficiency in Microsoft Word, Excel, and Outlook.
- Experience or formal training in basic electrical, HVAC, and plumbing.
- Successful completion of District computer skills and maintenance competency tests.
- Successful completion of Pool Operator Certification Course upon hire.
- Successful completion of Man-Lift certification upon hire.
- Participation in professional development to maintain appropriate level of technical expertise.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Technical or associate's degree/certification in electromechanical, HVAC or a related field.
- Formal apprenticeship training.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to plan, schedule, and keep accurate records of maintenance operation.
- Ability to read and interpret facility blueprints.
- Ability to work independently without direct supervision.
- Ability to interact with staff, co-workers, and the public in a friendly, service-oriented manner.
- Demonstrates an understanding and use of equitable and culturally responsive practices

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be exposed to wet/humid conditions, inclement outdoor weather conditions, extreme temperatures, moving mechanical parts, risk of electrical shock, potentially hazardous bodily fluids, or potentially hazardous or cancer-causing agents/chemicals.
- May be required to work in confined spaces or high/dangerous places.
- Requires standing and walking on hard surfaces.
- Requires work in the presence of mechanical equipment and noise.

- Requires routine lifting of up to 75 pounds; rarely 87 pounds.
- Requires work on step and leaning ladders up to 30 feet high.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to hear, feel attributes of objects, grasp, push, stand/walk, reach, stoop/kneel/crouch, climb/balance, and operate mechanical equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- May frequently be required to lift up to 75 pounds.