

Union Public Schools Job Description

Position Title: Building Engineer
Department: Operations
Reports To: Operations Manager

FLSA Designation: Non-exempt

SUMMARY: Keeps the District's school buildings in a safe, secure, and high state of operating excellence to minimize problems or interruptions to the education program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assumes primary responsibility for the safe condition of facilities owned and/or operated by the District.
- Maintains and adheres to all safety and code requirements of the federal, state, local and Board of Education guidelines.
- Safely operates and maintains building equipment.
- Makes independent, "on the spot", "safe to operate" decisions concerning safety of students, staff, and patrons.
- Inspects building for needed work and safety hazards; reports all work orders to the Operations Department.
- Maintains building and ground security, opens the building each school day.
- Performs operator adjustments and service to facility equipment.
- Maintains, reports, and submits work-related records and logs to the Operations office and prepares various reports as directed.
- Performs ongoing building level preventative maintenance and minor unscheduled maintenance/repair on plumbing, HVAC, electrical, custodial equipment, building structures, and hardware.
- Performs daily cleaning duties such as vacuuming (Vacuum weighs 20 pounds) and mopping floors daily (mop bucket weighs 8.34 pounds) up to 50 pounds.
- Lifts heavy furniture when necessary (desk, chairs, cafeteria tables) up to 90 pounds.
- Communicates and coordinates custodial goals and objectives with principal, immediate supervisor, and employees.
- Instructs custodians verbally or in writing in building custodial routine preventative maintenance activities and requirements.
- Instructs custodial staff on proper procedures of custodial requirements and use of custodial tools and equipment.
- Motivates custodial personnel by instilling a positive, service-minded attitude and feeling of pride in staff members.
- Accurately orders and accounts for material and labor relative to assignments, including maintaining an inventory and itemized costs on each assignment.
- Issues, inventories, and orders custodial supplies.
- Submits completed time cards for each pay period to the Operations Offices.
- Cleans and preserves designated equipments, etc. in the building.
- Assists visiting public regarding utilization of the facilities, providing directions, and instructions, in how to obtain and set up needed equipment.
- Maintains access and egress to the building during inclement weather.

*Building Engineer
Created 1/2004
Revised 2/2008
Revised 1/2016*

- Communicates effectively with all levels of staff as well as all occupants of facilities.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED). First Class Operating Engineers License. Knowledge of custodial cleaning supplies and equipment.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license with good driving record. Required state and local license.

LANGUAGE SKILLS: Ability to read and interpret documents including safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of employees or organizations.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here 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 the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk; use hands and finger to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 75 pounds. Occasionally the employee will lift and/or move up to 90 pounds. The employee will sometimes push/pull items such as, but not limited to, tables, scaffolds, and cabinets. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works both indoors and outdoors and under adverse weather conditions at times. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non household dust. The employee will work at high elevations on scaffolding and ladders.

The noise level in the work environment is usually moderate to loud.