

# Job Description Form

**Job Title**

Maintenance Engineer

**Date**

Created/Updated: 10/7/2020

**Department/Business Unit**

Maintenance

**Supervisor**

Facility and Grounds Director

**Job Summary (how it contributes to department's objectives)**

The maintenance engineer, under the direction of the Facility and Grounds Director, District Grounds Coordinator, and guidance of Lead Building Maintenance Engineer, is responsible for the safe and efficient operation of the building, heating and ventilation systems. Responsibilities involve a variety of tasks including making minor repairs, completing work orders, and general cleaning to ensure a well maintained, safe, and secure educational environment.

**Responsibilities**

1. Complies with all School District and OSHA policies.
2. Assist with training other staff on assigned tasks.
3. Work effectively with other personnel in unloading freight trucks.
4. Performs snow removal: shoveling, blowing, sweeping, and salting as required.
5. Operate power tools and equipment.
6. Cleans and lubricates electrical motors, fans, and ventilation systems; checks for wear and bad belts. Takes inventory of all supplies and equipment. Performs general preventive maintenance of building equipment. Troubleshoots mechanical issues.
7. Performs general maintenance duties including: floor care (i.e.: scrubbing or stripping and recoating, buffing, burnishing, pressure washing, extracting, sweeping); deep cleaning of surfaces such as pressure washing restrooms or lime removal on faucets; unclogs fixtures and pipes; changes light bulbs, moves furniture, assembles objects, and wash windows.
8. Responsible for security and emergency procedures including opening up building.
9. Supervise summer employees.
10. Completes work orders in a timely manner.
11. Attend training and safety meetings.
12. Assist with set-up and teardown of facilities for athletic/school programs.
13. This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management.

**Job Qualifications (list the minimum education, formal training, skills and experience required)**

1. High School graduate/GED.
2. Demonstrated knowledge of building components and mechanical equipment.
3. Must possess good organizational skills to ensure efficient operation of the building.
4. Must possess sufficient mechanical aptitude to conduct repairs and maintenance to plumbing, heating and electrical equipment.
5. Demonstrated positive customer service skills.
6. At least two (2) years of experience in a school maintenance position and or an equivalent of education and maintenance experience.
7. Experienced in basic P.C. operation relating to email, internet and work order systems.

**Required Skills:**

1. Must be able to work with minimal supervision
2. Exceptional customer service and record keeping skills
3. Ability to work effectively as a team
4. Communicate clearly and effectively.
5. Strong computer skills.
6. Experience and knowledge of cleaning methods and equipment.
7. Ability to maintain and operate motorized equipment used for cleaning: auto scrubber, buffer, carpet extractor, sweeper, lift, Kaivac, etc.
8. Ability to use backpack vacuum as required.
9. Willingness to learn and share ideas.

**Physical Demands:**

Ability to work in moderately hazardous conditions within facilities and outdoor environments.

Ability to lift 50 pounds, 100 pounds assisted.

Ability to perform essential maintenance to the facility and equipment which may involve: crouching, kneeling, shoveling, climbing bleachers, working in narrow spaces, twisting, standing on a ladder or lift.

Erect and stand on lifts, scaffolding, and climb ladders.