Title: Assistant Building Engineer

Position Term: 12-Month

Status: Non-exempt (hourly)

Schedule: Tuesday - Saturday

Reports to: Lead Engineer

Position Overview

As member of the Maintenance staff the Assistant Building Engineer shares responsibility for the maintenance and upkeep of the physical plant and making sure the building and grounds are maintained in such a way as to provide a high quality and safe environment for students, faculty/staff, and visitors to our school.

Working with the Lead Engineer, the Assistant Building Engineer is responsible for maintenance and proper performance of the key mechanical systems (HVAC, fire, and security). Other duties include installation of AV equipment and computer wiring, routine electrical and plumbing repairs, overseeing school bus maintenance, and doing selected janitorial tasks (including event set ups).

Primary Responsibilities

- Mechanical Systems
  - Conduct Emergency light/Fire Alarm System monthly testing
  - Conduct monthly pressure check of fire extinguishers
  - Assist with HVAC maintenance

- Electrical Repair
  - Change bulbs, ballasts, fixtures, outlets, circuit breakers, etc.

- Plumbing Repair/maintenance
  - Repair faucets, water fountains, toilets, drains, leaks, etc.

- Technology Infrastructure
  - Install computer cabling for desk top and wireless applications
  - Install projectors, smart boards, etc.

- Vehicles/Bus/Small engine equipment
  - Oil changes
  - Brakes
  - Routine maintenance
  - Mechanical Repairs

- Additional Duties
  - Setup and takedown of tables, chairs, and equipment for events
  - Garbage and recycling disposal during school day
  - Occasional outside grounds clean up (as needed to supplement landscaping service)
  - Snow removal (as needed to supplement snow removal service)
  - Painting and minor carpentry
Employee Benefits

Regina Dominican offers a generous benefit plan including health insurance (medical, dental, vision), short and long-term disability insurance, life insurance, 403b tax-deferred savings plan, and participation in our defined benefit pension plan.

Applicant Requirements

- High school diploma.
- 3 years of related work experience in mechanical, repair, or building maintenance fields.
- Good physical health including ability to lift 75 pounds, climb to high and difficult places and work at those places. Frequent bending, carrying, lifting and stooping. Constant hand-eye and mind-eye coordination. Regular standing and walking.
- Knowledge of hand and power tools, painting materials and tools, lumber products, and plaster/drywall repair.
- Successful applicants will be required to pass a criminal background check and fingerprint screening prior to employment and will be required of to comply with all hiring requirements of the Archdiocese of Chicago, including youth protection training.