

POSITION: Engineer

REPORTS TO: Director of Operations and Building Administrator

BASIC FUNCTION

Perform routine engineer activities at an assigned school site or facility; maintain buildings and adjacent grounds areas in a clean, orderly, and secure condition.

DUTIES

1. Perform routine engineer activities at an assigned school site or facility; sweep, scrub, mop, strip, wax, and polish floors; vacuum rugs and carpets in classrooms, offices, workshops, and other work areas; spot clean and shampoo carpets.
2. Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways, and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris, and graffiti as needed.
3. Clean and disinfect drinking fountains and restroom facilities including sinks, toilets, and urinals; fill dispensers with towels, soap, toilet paper, and other items; wash mirrors, tile, walls, and windows; unclog drains and toilets.
4. Pick up the paper and other debris from school grounds, walkways, and areas adjacent to school facilities; sweep concrete surfaces adjacent to the school building.
5. Operate engineer equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, and other equipment as assigned.
6. Replace light bulbs and tubes; clean chalkboards, whiteboards, trays and erasers; empty pencil sharpeners; clean tables, chairs, and floors.
7. Move and arrange furniture and equipment; prepare classrooms, gymnasiums, and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment, and debris following these events.
8. Lock and unlock doors, gates, and windows as appropriate; turn lights on and off as needed; maintain the security of assigned areas according to established guidelines; set alarms as appropriate.
9. Report safety, sanitary, and fire hazards to appropriate personnel; report need for maintenance and repairs to appropriate authority.
10. Participate in the thorough cleaning and restoration of campus facilities during vacation periods.
11. Keep walks and the entry free from snow for building activities, including evening events, or rentals.
12. Other duties related to the basic job function as may be assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Proper methods, techniques, materials, tools, and equipment used in modern engineer work.
2. Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls, and fixtures.
3. Proper methods of storing equipment, materials, and supplies.
4. Requirements of maintaining buildings in a safe, clean, and orderly condition.
5. Appropriate safety precautions and procedures.
6. Proper lifting techniques.

ABILITY TO:

1. Perform routine engineer activities at an assigned school site or facility.
2. Maintain buildings and adjacent grounds areas in a clean, orderly, and secure condition.
3. Use cleaning materials and equipment in a safe and efficient manner.
4. Operate a variety of engineer equipment.
5. Maintain tools and equipment in clean working order.
6. Move and arrange furniture and equipment.
7. Observe and report safety hazards and the need for maintenance and repair.
8. Understand and follow oral and written directions.
9. Observe health and safety regulations.
10. Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

High school diploma or GED and sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

ENVIRONMENT:

1. Indoor and outdoor work environment.
2. Subject to fumes, dust, and odors.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a variety of engineer equipment.
2. Walking or standing for extended periods of time.
3. Seeing to perform engineer duties.
4. Lifting, carrying, pushing, or pulling moderately heavy objects.
5. Bending at the waist, kneeling or crouching.
6. Reaching overhead, above the shoulders and horizontally.
7. Climbing ladders and working from heights to replace light bulbs.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working on ladders.

Building Engineer

1. Changing filters
2. Check HVAC and cooling systems

3. Check emergency lighting monthly
4. Check playground equipment monthly
5. Responsible for, fire, police, and ROE walk-throughs
6. General maintenance
7. Able to submit work orders in a timely fashion
8. Responsible for ordering supplies

Utility Engineer

1. Able to work various hours a day
2. The employee would be responsible to handle the Building Engineer responsibilities if he or she is in that position for a long period of time.
3. special projects that are assigned by the Operations Department
4. May be responsible for building engineer