



Building Engineer

Job Category: Non-Certified

Status: Non-Exempt

Location: Rutledge Hall

Reports to: Director of Building and Grounds with input from Building Principal

Qualifications

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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to communicate effectively while maintaining a service oriented attitude.
- Considerable knowledge of building and equipment maintenance/repair technologies, including electrical repair, plumbing repair, HVAC maintenance and light carpentry.
- Working knowledge of the tools, equipment and materials used in common building and mechanical trades.
- Knowledge of cleaning equipment, products, techniques and standards.
- Skill in coordinating personal work activities as well as those of assigned staff and contracted services.
- Basic computer skills.

Job Goal

This position is responsible for the overall environment of the school assigned. The school should have a safe and clean environment for learning. The facility's services should be customer focused and cost effective.

Performance Responsibilities

- Coordinates contracted services for his or her assigned building.
- Assists in the district effort to manage construction projects.
- Accomplishes minor construction projects as requested by administration.
- Completes corrective and preventive maintenance work requests along with the appropriate record keeping.
- Operates the computerized heating and cooling controls system.
- Responds to the building needs as assigned by the building administration, i.e. emergency repair of plumbing problems or cleaning of spills.
- Communicates daily with the building administration, teachers and staff on work in progress and priorities.
- Primary person responsible for building security 24 hours per day, 365 days per year.
- Responds to after-hour emergency building requests, on call 24 hours per day, 365 days per year.
- Maintains the school courtyard and other outside areas near the school.
- Performs maintenance painting.
- Repairs or removes vandalism.
- Snow removal responsibilities.
- Provides for event set-ups as required by building administration.
- Covers other building responsibilities when another building engineer is absent.
- Participates in the Facilities Team.
- Participates in the safety efforts of the district including safety teamwork.
- Performs other facilities-related duties as assigned by administration.
- Must develop a complete knowledge of location and operation of all the building systems in the assigned buildings, i.e., electrical, plumbing and mechanical systems.

- Biohazards education and handling.
- Traffic responsibilities (directing traffic, cross guard responsibilities, safety).
- Other duties as assigned.

Physical Demands and Work Environment

The physical demands and work environment 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 the essential functions.

While performing the duties of the job, the employee frequently is required to sit; use hands to manipulate, handle, or feel; and talk or hear; frequently is required to reach with hands and arms; frequently is required to stand and walk; frequently must lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds; bend, squat, kneel, twist, turn balance; climb/crawl; reach above shoulder/reach outward; occasionally may be required to drive.

In the work environment, the employee regularly works in interior and exterior environmental conditions. The employee is regularly exposed to outdoor weather conditions. The noise level in the work environment is moderate. The employee occasionally works in evenings or on weekends. The work environment may include exposure to heat and cold; unscheduled interruptions; frequent movement from one work location to another; and public contact requiring appropriate demeanor. (2017)

Evaluation:

Performance will be evaluated by the Building Principal in accordance with Board's Policy.

Terms of Employment

Twelve-month position. Salary and work year to be determined by the Board of Education.