



Engineer, Plant

Reports to: Principal

Structure/Grade: Unified 115

Division: School-Based

Workdays: 246 Days

Position Summary

Ensure the cleanliness, safety, and functionality of educational facilities by performing cleaning and maintenance tasks. Perform work autonomously with limited supervision as an experienced individual contributor.

Essential Job Duties

- Inspect and maintain building areas to ensure cleanliness, safety, and functionality, including conducting routine checks on mechanical systems such as air conditioning, plumbing, and lighting.
- Perform routine maintenance and minor repairs on building systems and equipment; adjust operations as necessary for proper function.
- Oversee custodial and maintenance staff by providing training and supervision, ensuring teamwork, and fostering independence in task completion.
- Manage work orders efficiently; conduct thorough building inspections to assess repair or maintenance needs; prioritize tasks based on urgency.
- Monitor supply levels closely; order new materials when needed; handle inventory management effectively to avoid shortages or excesses.
- Ensure compliance with all safety standards by inspecting fire extinguishers and other safety equipment regularly to maintain a secure environment.
- Communicate effectively with team members across departments for coordination purposes; manage email correspondence promptly for operational management.
- May recommend process improvements that contribute to the efficiency of the maintenance operations within the organization's framework.
- Anticipate tasks based on defined processes and timelines.
- Perform additional duties as assigned.

Qualifications

- High school diploma with at least six (6) years of relevant experience required.

Knowledge, Skills, and Abilities

- Knowledge of methods, materials, tools, and equipment used in building maintenance, including electrical and mechanical systems
- Knowledge of the ability to use various types of cleaning and floor maintenance equipment, including the ability to strip and wax floors
- Ability to train others to operate floor machines and perform maintenance tasks
- Ability to perform minor electrical and plumbing repairs
- Ability to determine suitable methods and procedures for new assignments

Reviewed/Revised: 08/20/2024



- Ability to determine suitable methods and procedures for new assignments
- Ability to collaborate and communicate effectively with others
- Ability to plan and supervise the work of others
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously

Physical Demands and Work Environment

- Constantly operates and inspects mechanical equipment.
- Constantly positions self to use, inspect, clean, or repair tools and machinery.
- Frequently remains in a stationary position.
- Frequently moves tools and equipment weighing up to 50 pounds across the facility.
- Frequently operates a motor vehicle safely and legally, in accordance with applicable state and federal transportation laws.
- Occasionally moves tools and equipment weighing up to 75 pounds across the manufacturing floor.
- Occasionally ascends/descends machinery and equipment to repair/service.
- Must have a valid driver's license and clean driving record.
- Constantly exposed to loud noise levels.
- Constantly exposed to moving mechanical parts.
- Occasionally exposed to mechanical oils, vibration, and risk of electrical shock.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.