



JOB DESCRIPTION

Job Title:	Building Engineer	Status:	Non-Exempt
Reports to:	Coordinator for Custodians Operations	Terms:	255 days
Pay Grade:	Auxiliary Pay Grade 4	Salary Range:	\$18.18 - \$21.39 Hourly
Dept./School:	Operations	Date Revised:	August 15, 2025

Primary Purpose:

Effectively lead custodial team of at least 3 custodians to address cleaning and maintenance needs for Burnet Elementary School. Manage staff to accommodate multiple extracurricular activities, after hour functions and to maintain a high standard of safety, cleanliness, efficiency of building operations and grounds. Daily building walks to ensure staff completes assignments and facility needs are addressed timely.

Qualifications:

Education/Certification:

High School Diploma or GED

Valid Texas State Driver's License with acceptable driving record

Special Knowledge/Skills:

Ability to read and understand instructions for cleaning, maintenance, and safety procedures

Knowledge of minor repair techniques and building and grounds maintenance

Ability to operate cleaning equipment and lift heavy equipment

Ability to properly handle cleaning supplies

Experience with specialized custodial equipment

Some computer experience is required

Effectively work with others

Ability to read/write the English language

Being on feet for extended periods of time and walking long distances daily

Have attention to detail

Manage 3 employees or more

Team Player

Self-motivated

Experience:

- 2 Years managing custodial personnel
- 5 Years total custodial experience

Major Responsibilities and Duties:

1. Daily Morning Checklist and scanning to Facilities Department in, building walks to ensure staff completes assignments and facility needs are addressed timely.
2. Perform the work assigned according to the work schedule which may include: cleaning classrooms, floors, window sills, windows, chalk trays, blackboards, walls, and trim, waste baskets, furniture, bookcases and adjusting shades. Cleaning halls as scheduled. Cleaning restrooms, floors, walls, and fixtures and replenishing cabinets. Cleaning and dusting auditorium as scheduled. Cleaning cafeteria, floors, tables, and adjusting furniture. Assist in the picking up of refuse from the grounds as required.
3. Maintain Custodial equipment to ensure proper operation.
4. Follow District and Departmental policy and procedures.
5. Dispose of waste materials, paper and garbage daily
6. Strip and/or scrub floors and apply finish periodically as required
7. Buff floors as scheduled
8. Replace lamps and ceiling tiles as needed.
9. Have good attendance and use time productively on the job.
10. Assist with movement of furniture as required
11. Keep garbage receptacles and trash barrels cleaned.
12. Responsible for staff evaluations
13. Responsible for ensuring specialized athletic areas, swimming pools, gyms, and weight rooms are cleaned properly.
14. Daily communication with campus staff to ensure facility needs are met and issues are addressed.
15. Clean exterior windows as required.
16. Secure all windows and doors daily after cleaning is completed
17. Secure building and secure gates
18. Report conditions requiring maintenance and indications of vandalism to the Operations Supervisor
19. Ensure staff takes breaks, lunches at designated times.
20. Check on custodians to see if work assigned has been done properly
21. Send in work orders for repairs

22. Maintain an inventory and order custodial supplies from the warehouse
23. Strive constantly to promote the safety, health, and comfort of the students and employees
24. Perform emergency minor repairs and cleaning service as necessary
25. Keep building and premises, including sidewalks, neat and clean at all times
26. Replace dirty and wet ceiling tiles report leaks with work order system.
27. Ensure storage areas and equipment are kept clean and organized.
28. Receive and complete work orders as assigned
29. Generate work orders for daily work and any needed repairs and/or cleaning needs
30. Maintain accurate records on material and labor used
31. Work longer hours, on weekends, or modified schedule as required by the needs of the district
32. Maintain punctuality in daily work times, appointments and meetings
33. Must maintain regular, punctual and reliable attendance
34. Meet task completion deadlines established by supervisor
35. Follow District and Departmental policy and procedures
36. Maintain friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators and co-workers
37. Must be computer literate and trainable on various software systems.
38. Respond to emergency calls as needed
39. Perform any other duties as assigned by the Operations Coordinator, Director of Facilities or Designee.

Safety

1. Report accidents and injuries immediately to supervisor
2. Ensure staff has proper safety equipment
3. Identify and correct unsafe conditions in work area and report conditions that are not correctable to coordinator.
4. Ensure that equipment is in safe operating condition
5. Train staff on chemicals and equipment.

Responsibilities:

Custodians, will interact with building principal and custodians on a daily basis. Building Engineer will need to be proactive when dealing with issues, awareness of the needs of the campus, ability to develop solutions, be constructive, leader, team player, and schedule the staff to address the needs of Burnet Elementary School.

Equipment Used:

Vacuum cleaner, extractor, buffers, and wet/dry vacuum’s, backpack vacuums, ride on burnisher, ride on auto scrubbers, walk-behind auto scrubbers, walk behind burnisher, hand tools, rotors, and various other equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Daily long distance walking, climbing of stairs, stooping, bending, kneeling, heavy lifting and carrying. Maintain emotional control in high stress environment. Will have to be able to stay calm under pressure and relay information or complaints in a professional manner. Working in hot and cold conditions. Ability to communicate effectively (verbal and written); procedures, data. Overtime as needed.

The Galveston ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of responsibilities and duties that may be assigned or skills that may be required.

Employee’s Signature _____ Date _____

Supervisor’s Signature _____ Date _____