HARRISON SCHOOL DISTRICT TWO
ESP POSITION JOB DESCRIPTION

Job Title: Building Engineer-Elementary
Prepared Date: September 16, 2020
Work Year: 261 days
Department: Operations
Reports to: Custodial Support Manager

SUMMARY: Performs and supervise the cleaning, repair, and maintenance of assigned buildings, equipment, systems, and grounds in compliance with all safety, health, and District rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

D	20%	Perform daily custodial duties, including cleaning windows and floors, collecting and dumping trash, etc.
D	20%	Inspect, maintain, and operate all mechanical HVAC equipment.
D	10%	Supervise and administer discipline to Custodian I and Custodian/Rover.
D	8%	Inspect grounds and equipment and implement proper repairs.
D	5%	Maintain records, including daily maintenance reports, budget reports, supply inventory, and Stratustime.
D	5%	Establish, monitor, and manage custodial budget for supplies and equipment, including ordering, inventory, and procurement.
D	3%	Inspect custodial equipment, including vacuums, buffers, and extractors.
D	2%	Open buildings deactivate alarms and inspect for vandalism and mechanical system problems.
W	7%	Repair and maintain irrigation equipment, including sprinkler heads, lines, and controls.
W	5%	Communicate assignments and expectations to assigned employees.
W	4%	Remove snow and ice from paved areas.
W	2%	Inspect and evaluate the performance of assigned employees.
M	4%	Collaborate with Principal, maintenance employees, teachers, and vendors regarding set-ups for extracurricular activities.
M	2%	Maintain knowledge and train custodial staff in the operation and location of emergency controls.
M	1%	Attend in-service training.
Ongoing	2%	Perform other duties as assigned.

D = Daily W = Weekly M = Monthly A = Annually

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent.

EXPERIENCE: Over three years' experience in custodial and/or maintenance work, including supervisory experience. Five years of experience preferred.

SKILLS, KNOWLEDGE, & EQUIPMENT: Basic math, writing, communication, and computer skills. Technical knowledge concerning maintenance, operation, and troubleshooting of building equipment. Knowledge of custodial topics, including standard methods, materials, tools, and hazards. Ability to operate and maintain all types of custodial equipment, hand tools, and snow removal equipment. Knowledge of safety and health codes. Basic knowledge of various chemicals and OSHA requirements. Ability to promote and follow Board of Education Coherent Governance Policies, District Policies and building and department procedures; communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds and recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado driver's license. CPR and first-aid certification preferred. Criminal background check required for hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: Directly supervises Custodian I positions. Spends up to 50% of time conducting supervisory responsibilities. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; appraising performance; and assisting with hiring, disciplining, and termination. This position acts as a technical resource to custodial staff, teachers, and school staff regarding all aspects of building, grounds, and equipment maintenance and repairs.

JUDGMENT AND DECISION-MAKING: Work is assigned by Custodial Support Manager and Principal. This position requires independent judgment to prioritize, analyze, and apply solutions to various maintenance, custodial, and repair problems. Additionally, this position requires independent judgment to determine the proper procedures and policies during emergency drills and alarms. Decision-making sometimes requires collaboration with building Principals, Custodial Support Manager, Director of Support Services, maintenance supervisors, teachers, school staff, vendors, contractors, and the general public. The supervisor is occasionally involved in decision-making.

SAFETY TO SELF AND OTHERS: High exposure to self to the following: fractures due to falls; hernia due to lifting and carrying heavy items; and loss of sight due to chemicals. High exposure to self and others to disease due to exposure to bodily fluids. Medium exposure to self to the following: bruises due to falls and students; cuts due to knives and scrappers; chemical burns due to degreasers; heat burns due to boilers and appliances; and repetitive motion stress due to mopping, buffing, and sweeping. Low exposure to self to the following: loss of limb due to motorized equipment; and fatality due to falls and chemicals.

The physical demands, work environment factors, and mental functions 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.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; walk, use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee frequently is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The employee is occasionally exposed to high, precarious places; extreme cold; extreme heat; risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate. Frequently required to compare, analyze, coordinate, instruct, synthesize, evaluate, use interpersonal skills, and compile. Occasionally required to copy, compute, and negotiate.