

Office of Human Resources
31301 Evergreen Road, Beverly Hills, MI 48025

VACANCY ANNOUNCEMENT

POSITION:	Skilled Maintenance Engineer	POSTING DATE:	November 6, 2025
LOCATION:	1-2 Buildings to be assigned	DEADLINE:	Until filled
SCHEDULE:	Full Time – 40Hrs/Week, 12 Mo/Year 6:00 am - 2:30 pm	START DATE:	ASAP

The position of **Skilled Maintenance Building Engineer** is available immediately. Work hours and shift may vary/change based upon need.

Salary: Pay for this position will be at the appropriate step/level in the [AFSCME contract](#) based on qualifications. (Range \$23.01 - \$26.75)

QUALIFICATIONS

- High school diploma or satisfactory equivalent
- Current driver's license and good driving record
- Universal Refrigerant Transition and Recovery Certification and Certified Pool Operator Certification recommended (or the ability to obtain these certifications with the help of the district within your first six months).
- Must demonstrate training and relevant experience in heating, cooling, ventilation, electrical controls and general building trades
- Must be able to demonstrate successful operation of preventive maintenance program for mechanical systems including scheduling, task description, documentation, troubleshooting, and follow-up
- Must be able to demonstrate ability to coordinate maintenance and project work with building administration, custodial staff, district maintenance personnel, and contracted workforce
- Must be able to demonstrate ability to monitor, maintain, program and troubleshoot computerized energy management system
- Must have experience in troubleshooting and repairing general electrical branch circuit systems
- Must have a basic understanding of blueprints and operating diagrams of building equipment and electrical systems
- Must demonstrate ability to perform work in a multitude of conditions, locations and environments
- Must be well organized, self-starter with good communication, organizational and customer relation skills
- Must be able to perform and communicate as a team member
- Must be able and willing to work overtime and respond to emergencies when needed
- Must be able to successfully perform duties listed on the associated Job Description

Job Description - Skilled Maintenance Building Engineer

The Skilled Maintenance Building Engineer reports directly to the Manager of Operations and/or the Maintenance Supervisor of Skilled Trades, and is responsible for the maintenance, troubleshooting, and repairing of mechanical devices including but not limited to: boilers, air handlers, univents, exhaust fans, chillers, DDC systems and all associated components along with plumbing systems, door hardware, electrical systems and any other building components.

MAJOR JOB DUTIES AND RESPONSIBILITIES:

- Work with administrators, custodians, and co-workers to successfully maintain all building components in a professional fashion that promotes good customer relations.
- Service and troubleshooting of energy management control systems.
- Work with Contractors to obtain pricing on materials and projects, coordinating work with customers to ensure project completion and customer satisfaction.
- Maintain detailed records of all work and materials used with departmental computerized work order system in a timely fashion.
- Communicate with team members and customers in a timely and appropriate manner.
- Participate in department training, education and team building programs and exercises.
- Assortment of related and/or non-related maintenance duties as assigned by Maintenance Supervisor.

METHOD OF APPLICATION:

Interested candidates meeting the above qualifications must complete the entire online application on the **Oakland Human Resources Consortium** website. You must apply online through the Oakland Consortium link which can be found at [Birmingham Human Resources](#), click on **Employment Opportunities > Vacant Positions**. In addition, upload your LETTER OF INTEREST, CURRENT RESUME, REFERENCES, and COPIES OF VALID CERTIFICATIONS/LICENSES.

Internal candidates must submit a letter of interest and cover letter to:

BPSJobTransfer@birmingham.k12.mi.us

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