

POSITION DESCRIPTION

Head Engineer

SECTION I: GENERAL INFORMATION

Position Title: Head Engineer - Elementary	Department: Maintenance
Immediate Supervisor's Position Title: Director of Buildings and Grounds	FLSA Status Non Exempt
Salary Range: \$31.70 per hour	
<p>General Summary of Purpose of Job: The Head Engineer is responsible for the overall management of maintenance tasks and cleaning of the Elementary School to provide a clean, pleasant and safe environment for employees, students, and the general public. Provides general supervision to employees who report directly to the position.</p>	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties
1.	Lead and oversee building custodial staff, plan and organize work, assign tasks, provide feedback on performance.
2.	Oversee the general cleaning within the building to include dusting floors, scrubbing washrooms, and locker rooms, vacuuming carpets, cleaning classrooms and offices, etc.
3.	Provide building security, including locking doors, turning off lights and other equipment, etc
4.	Operate and provide maintenance to the heating and cooling equipment in the building, including thermostats and other controls.
5.	Monitor and maintain safety systems in buildings (fire alarms, lights, etc.)
6.	Supervise, direct and train employees reporting to the position.
7.	Complete performance evaluations on employees reporting to this position
8.	Perform or assist with plumbing, carpentry, electrical work, pneumatics, grounds work, glass replacement, and snow shoveling.
9.	Maintain tools and equipment available for use.
10.	Maintain a neat and orderly work area.
11.	Perform repairs or replacements to equipment as necessary. Resolve situations that could become a hazard throughout the district.

12.	Monitor outside contractors' work to ensure completion and cleanup.
13.	Solve problems using good judgment and follow through to completion.
14.	Communicate effectively and respectfully to ensure clear and accurate information is shared.
15.	Perform other necessary tasks as necessary including moving furniture, painting, vandalism cleanup, and cleaning.
16.	Respond to emergency situations after regular hours as needed.
17.	Available for call backs as needed.
18.	Other duties as assigned

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:	
	<ul style="list-style-type: none"> • High school diploma or equivalent. • Must possess First or Second Class C Boiler License as determined by building size. • Must possess a Certified Pool Operator License
PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:	
	<ul style="list-style-type: none"> • Completion of related trade school course preferred • Five years' experience in building maintenance preferred

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK
Knowledge, Skills, Abilities <ul style="list-style-type: none"> • Knowledge and understanding of standard safety procedures. • Demonstrated ability to operate effectively common hand and power tools. • Demonstrated effective communication and supervisory skills. • Ability to perform routine computer functions, including the use of email, Internet navigation and Microsoft Word • Demonstrated prompt, regular and reliable attendance.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle,				√

	feel)				
	Reach with hands and arms			√	
	Climb or balance	√			
	Stoop/kneel/crouch or crawl			√	
	Talk and hear				√
	Taste and smell	√			
Lift & Carry:	Up to 10 lbs.		√	√	
	Up to 25 lbs.		√		
	Up to 50 lbs.		√		
	Up to 100 lbs.		√		
	More than 100 lbs.		√		
Vision Requirements:		Yes	No		
	No special vision requirements	√			
	Close Vision (20 in. of less)		√		
	Distance Vision (20 ft. of more)		√		
	Color Vision		√		
	Depth Perception		√		
	Peripheral Vision		√		

General Environmental Conditions:

Work is performed under normal classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Work is generally characterized as **Light to Medium Work**, requiring frequent standing, walking, bending, reaching, and kneeling. The position involves occasional lifting, carrying, pushing, or pulling of materials and equipment, and may include lifting children or assisting with mobility, generally up to 30–40 pounds. The role requires active engagement in classroom, play, and care routines throughout the day.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:
N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by AT 4/29/26

Reviewed/updated:

Reviewed/updated: