

**SAINT PETER INDEPENDENT SCHOOL DISTRICT NO. 508**  
**JOB DESCRIPTION**

**TITLE:** District Maintenance Engineer

**QUALIFICATIONS:** High School Diploma, or equivalent, first class "C" boiler license. Posses or willing to obtain within six (6) months a minimum of sixteen (16) hours AHERA Operations and Maintenance Certificate.

**REPORTS TO:** Operations and Maintenance Supervisor

**JOB GOAL:** Provide students and employees with a safe, attractive, comfortable, clean, and efficient place in which to learn and work.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Must have proficient knowledge in the following areas:
  - a. Operation of Low Pressure and Hot Water Boilers.
  - b. Knowledge of standard cleaning procedures, chemicals, products and equipment.
  - c. Knowledge of the Material Safety Data Sheets.
  - d. Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products.
2. Must demonstrate the following skills:
  - a. Low Pressure Boiler maintenance.
  - b. Team building.
  - c. Decision making skills.
  - d. Problem solving skills.
  - e. Effective verbal and listening communication skills.
  - f. Time management skills.
  - g. HVAC Maintenance.
  - h. Experience working with vehicles, small engines, snow removal, and grounds maintenance equipment.
  - i. Experience working with grounds maintenance, welding/brazing or snow removal.
  - j. Ability to work with little or no supervision.
3. Ability to maintain strict confidentiality in performing their duties and must demonstrate The following attributes:
  - a. Be honest and trustworthy.
  - b. Strong leadership abilities.
  - c. Be respectful.
  - d. Possess cultural awareness and sensitivity.
  - e. Be flexible.
  - f. Demonstrate sound work ethics.
  - g. Be quick to meet the unexpected and sometimes unpleasant needs of the district.

## **PERFORMANCE RESPONSIBILITIES:**

### **1. Daily – 55%**

- a. Assume primary responsibility of school buildings which includes, but is not limited to, working with supervisor and head custodians in performing preventative maintenance and making major adjustments and repairs of buildings in the areas of plumbing, electrical, HVAC, boilers, carpentry, welding and brazing, painting and other major general construction, remodeling or repair.
- b. Work with unassigned grounds maintenance custodian in snow removal from sidewalks and driveways and spreading sand or salt to prevent slipping.
- c. Assist with care of school grounds and equipment which includes, but is not limited to, assisting with mowing, watering and trimming, as well as other physical grounds maintenance, as necessary.
- d. Report to the supervisor any acts of vandalism, any evidence of deliberate littering, and any behavior that is demeaning of the custodian.
- e. Assist with the general security of the building by assuming the responsibility for the opening and closing of the building each school day and determining before leaving, that all doors and windows are secured and all unnecessary lights are turned off.
- f. Assume responsibility for fire prevention and general safety of the personnel and building.
- g. Be responsible for and perform all duties in compliance with all local, state, and federal health, safety, and environmental regulations.
- h. Other duties as assigned by the supervisor related to the job goal.

### **2. Regularly – 35%**

- a. Assist with care of the school buildings and equipment which includes, but is not limited to, assisting with cleaning, maintenance, checking of boiler maintenance and preparation of facilities for indoor activities, and maintaining other minor and major equipment.
- b. Serve as substitute custodian or custodian engineer throughout the system, as necessary.
- c. Assist with the requisition or supplies and equipment and maintenance of inventory.

### **3. Occasionally – 10%**

- a. Serve as substitute to inspect and adjust chlorine and pH levels of water in pool and check circulating pumps, water temperature, and condensing pumps, as necessary.
- b. Serve as substitute custodian or custodian engineer throughout the system, as necessary.

- c. Assist with receiving and storing food service department and other supplies, and delivering food service and general supplies throughout the system.

*This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with disability.*

**WORKING CONDITIONS:**

1. This is a physically demanding position. Must be able to spend the entire time at work standing, walking, lifting heavy objects, operating medium weight cleaning equipment such as floor buffers, sweeping and mopping floors and moving desks and furniture. Requires a great deal of stretching and bending, often in awkward positions. Operating floor polishers and waxers are particularly hard on back muscles.
2. Work with dangerous and toxic cleaning products on a daily basis. These products can be very harmful to one's health if not properly utilized. Many of the cleaning materials give off noxious fumes and have powerful odors. If not handled properly, the cleaning materials can cause injury, sickness and/or skin irritation and rashes.
3. Regularly has to clean up blood, saliva and other bodily fluids that are unpleasant to deal with. The condition of washrooms is often unpleasant.
4. Often the use of equipment and/or school activities will mean exposure to various noise levels.
5. Stress can be caused by the condition of washrooms and by coming across unpleasant situations.

**TERMS OF EMPLOYMENT:**

1. The terms and conditions of employment shall be in compliance with the Master Agreement with the District.

**EVALUATION:**

1. Performance of this job will be evaluated annually according to district practice or provisions of board policy on evaluation.

**REVIEWED AND AGREED TO:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED BY THE BOARD OF EDUCATION:** \_\_\_\_\_