



Job Description

Position Title: Building Engineer

Location: West Fargo Public Schools

Department: Buildings & Grounds

Reports To: Directors of Buildings & Grounds

Term: Year-round position

Schedule: Full-time – Mon-Fri 11:00am-7:30pm

Salary: Position follows the [Classified Salary Schedule 2025-2026](#) at B240. Starting salary begins at \$24.70-\$27.70/hour, based on experience.

Date of last review: August 2025

SUMMARY: The Building Engineer is responsible for performing maintenance and servicing of heating systems; performs a variety of tasks in installing, maintaining, repairing, and servicing water, steam and air handling systems. Performs maintenance and servicing for maintaining uniform temperature control and ventilation.

To Apply: Please complete the application and include three references.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*

Collaboration:

- Develops positive, effective working relationships with learners and staff.

Communication:

- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.
- Delivers safety training and maintains the district-wide safety program (including MSDS documentation).
- Trains staff on the proper use of cleaning systems, maintenance tools, and temperature control systems.

Compassion:

- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.

Creativity:

- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.



Critical Thinking:

- Reasons, interprets, and analyzes information to generate new knowledge and understanding.
- Delivers safety training and maintains the district-wide safety program (including MSDS documentation).
- Inspects, monitors, and repairs custodial and maintenance equipment.
- Analyzes and addresses maintenance issues using technical documentation and blueprints.

Reflection:

- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

Resilience:

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

Responsibility:

- Acts as the lead for custodial and maintenance operations in the absence of the Buildings and Grounds Director.
- Operates and maintains boilers, chillers, pools, lawn care, and snow removal equipment.
- Performs plumbing maintenance and installs plumbing fixtures (e.g., sinks, toilets, faucets, valves, etc.).
- Coordinates and assists with fire alarm and building life safety inspections.
- Drive a district-provided work van to various sites as needed (requires a clean driving record).
- Utilizes and maintains district-provided tools and equipment for daily tasks.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment described here 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.*

- While performing the essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~50 pounds.
- The employee may be required to climb ladders up to ~20 feet.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee will work in an environment that has a quiet to loud noise level.
- The employee will work frequently with manual tasks requiring hand tools and physical dexterity.



EDUCATION AND/OR EXPERIENCE:

- High School Diploma or GED required.
- Valid Boiler Operator License is required.
- Clean driving record required for use of a district vehicle.
- Associate Degree or minimum of five years of experience in building maintenance.
- Prior experience working with custodial supplies, safety standards, and maintenance equipment.
- Prior experience with building automation systems such as Siemens, Johnson Controls (JCI), Niagara, etc.
- Prior experience with welding techniques such as tig, flux core, pulse welding, etc.
- Prior experience with lock and key making and pinning.
- Prior experience in refrigeration repairs and testing.
- Prior experience in roofing and siding repairs and installation.

LANGUAGE SKILLS:

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

OTHER SKILLS AND ABILITIES:

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

SUPERVISORY RESPONSIBILITIES:

- Supervises custodial personnel in assigned buildings, including scheduling, task assignments, and performance evaluations.