

# Assistant Head Custodial Engineer

Dept/Div: *Building Operations*

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs intermediate skilled trades work planning, organizing and supervising the maintenance and repair of school buildings, interior and exterior and related equipment, directing the work of custodial staff, and related work as apparent or assigned. Work is performed under the limited supervision of the Building Principal, Head Custodial Engineer and Supervisor of Building Operations - Custodians and Health & Safety Risk Management. Continuous oversight is exercised over Custodian and Licensed Custodian.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function 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.*

## Essential Functions

To work in collaboration with the Head Engineer and may fill in for Head Engineer as needed.

Assists in maintenance checks and service on various parts of school boilers, water pumps, air compressors, steam converters, water heaters, refrigerator/freezer pumps, air handling systems and all other HVAC systems.

Maintains and repairs basic electrical and plumbing systems and equipment.

Assists in coordinating activities with custodial, building and grounds and general building staff to ensure efficient operation of all systems.

Maintains an inventory of work supplies and equipment.

Trains, assigns, oversees and inspects the work of custodial staff.

Confirms that all building automation systems are operational to maximum efficiency.

Performs the essential functions of a custodians.

Performs and inspects all building life safety systems and repairs or requests outside services as needed.

Assist in the monitoring of hours worked by building custodial staff.

Conducts snow removal activities, shoveling and snow blowing.

Assists with setting up and taking down of furniture, equipment and materials for special events.

Create a positive relationship with the internal and external customer and ensure the interaction the customer has with the district is an efficient and satisfying experience.

Other duties as assigned.

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## Knowledge, Skills and Abilities

Thorough knowledge of the methods, materials, tools and equipment used in building and boiler maintenance and repair; thorough knowledge of hazards and safety precautions associated with type of work assigned; thorough knowledge of applicable codes, pertinent inspection and safety requirements; general knowledge of electrical and plumbing maintenance; general knowledge of the maintenance and storage of hazardous materials; general knowledge of life safety procedures; general knowledge of painting equipment and supplies; general knowledge of pneumatic controls and thermostats; general knowledge of energy control systems and maintenance; general knowledge of school board policies and procedures as they relate to terms of employment; thorough skill in the use of cleaning and maintenance tools and standard tools of the trade; some skill operating standard office software and peripheral equipment; ability to recognize and diagnose problems; ability to train, plan, direct and evaluate staff work; ability to inventory and maintain inventory of materials and supplies; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to interpret and follow standard safety precautions associated with the work area; ability to provide oral and written instructions and information; ability to take written direction and perform work duties with little or no supervision or guidance; ability to maintain maintenance records; ability to use modern office equipment and related software; ability to establish and maintain effective working relationships with building staff, students, co-workers, tradesmen, associates and general public.

## Education and Experience

High school diploma or GED and considerable experience working with boilers and building maintenance, or equivalent combination of education and experience. Associates/Technical degree preferred.

## Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, using hands to finger, handle or feel, pushing or pulling and lifting, frequently requires repetitive motions and occasionally requires sitting, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and tasting or smelling; work requires close vision, ability to adjust focus, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to vibration and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Boiler's license as required by the MN Dept of Labor for boiler at assigned building (2nd Class C or higher)  
Valid driver's license in the State of Minnesota

Last Revised: 1/18/2017