



JOB DESCRIPTION

Position:	BUILDING ENGINEER – ELEMENTARY SCHOOL
Reports to:	Facilities Director
Term:	Year round, 260 days/year
Hours/day:	8 hrs/day, 5 days/wk,
Exemption Status:	Non-Exempt
Union Affiliation:	Public School Employees
Wage:	Classified Salary Schedule – Lane 6
Benefits:	Medical, Dental, Vision, Retirement

Position Summary:

As Building Engineer, you will be responsible for the cleaning, operation and maintenance of the Elementary School buildings and grounds, and provide lead direction to the Elementary School custodial staff. Responsibilities include knowledge and operations of the building's mechanical systems, including HVAC, electrical and plumbing systems. Knowledge of cleaning practices, vacuuming, scrubbing, polishing, and sanitizing. Knowledge of grounds maintenance and grounds keeping equipment. The position communicates with the building administrators, staff, students, and subcontractors concerning building maintenance and responds to building emergencies whenever they arise.

Essential Job Functions:

- Depending upon individual assignment, the employee may perform all or a combination of the following duties:
- Opens the building in the morning; turns on lights. Checks building security and cleanliness, and the operating condition of the HVAC System.
- Checks the performance of and changes filters in HVAC units; adjusts temperatures in individual rooms.
- Adjusts and maintains building's systems (including HVAC); troubleshoots equipment malfunctions. Troubleshoots problems with building's systems. Coordinates for internal service or outside service as needed.
- Develops and administers the annual maintenance and custodial budget at site level. Responsible for processing billing and invoices.
- Orders and maintains building's custodial supplies and equipment; stores and distributes chemicals and supplies. Takes periodic inventory.
- Ensures buildings are cleaned on a daily basis during the school year; floors cleaned, trash emptied, surfaces are cleaned and dusted, windows washed as needed. Also ensures the safety and cleanliness of sidewalks, driveways, parking lots and athletic fields.
- Ensures school grounds and athletic/play fields are maintained; grass cut, yards trimmed, trees & shrubs pruned, lawns & fields fertilized. Ensures snow is shoveled from walkways as needed.
- Responsible for the maintenance of irrigation systems, and schedules irrigation of yards and athletic fields as needed.
- Sets up lunch room tables and chairs.
- Ensures all outdoor play equipment is maintained.
- Ensures recyclables are sorted, collected and delivered to various recycling agencies.

- Communicates with the elementary administrator, staff and students during shift; responds to requests for repairs, moving of furniture or supplies, removal of clogs in drains, and any needed clean up. Communicates with vendors, contracted service workers, local officials and neighboring property owners.
- Performs repair of doors, windows, roofs, interior and exterior walls, ceilings and other surfaces. Also performs routine repairs to furniture and other minor maintenance items; performs limited carpentry, painting and plumbing to maintain the facility as needed. Repairs building maintenance equipment.
- Is knowledgeable and responsible for hard floor maintenance practices; stripping, refinishing and buffing. Is knowledgeable and responsible for carpet cleaning practices and shampooing equipment.
- Sets up tables, chairs and stage equipment for special events: assemblies, and promotion.
- Provides direction to other building custodial staff; communicates with staff concerning priorities or specific items needing attention. Alerts night custodial staff of scheduled building use. Trains custodial staff on proper procedures.
- Meets regularly with elementary school principal to discuss interactions of facilities and program needs; makes recommendations.
- Responds to building emergencies and takes appropriate action. Works with building administrators to develop programs to discourage vandalism.
- Assigns tasks to student assistants. Works with selected special needs students as requested by the elementary school principal. Provides instructions; monitors and reviews work.
- Acts as buildings safety officer; initiates training programs for building custodial staff concerning proper use of equipment and chemicals. Observes facilities for safety; takes action and provides safety information to staff.
- Schedule annual Fire/Sprinkler/Safety inspections to ensure compliance with government regulations, and maintain records.
- Supervise the scheduling and assignment of maintenance and custodial functions, including sick leave, vacation leave and other leaves, on a site level basis.
- Oversees the implementation of capital projects in collaboration with District Administration. Works with District Administration and building contractors during facilities construction; obtains bids from contractors for district projects. Works with contractors to obtain training in new systems.
- Assists the elementary school principal in performance evaluations of building custodial staff.
- Performs related duties as assigned consistent with the intent and scope of the position.

Minimum Qualifications:

Education and Experience

High school graduation or equivalent and demonstrated skills in reading, writing and communication, with training in building maintenance and three years of custodial / maintenance experience, including operation of HVAC systems.

Allowable Substitution

The District, for comparability, will evaluate alternative combinations of training and experience.

- Knowledge, Skills, and Abilities
- Knowledge of basic computer skills.
- Knowledge of HVAC system operation and maintenance.
- Knowledge of electrical, security / fire alarm and plumbing systems.
- Knowledge of building maintenance and operations systems.
- Knowledge of cleaning products and chemical use.
- Skills in using maintenance and grounds equipment.

- Effective oral communication skills.
- Ability to troubleshoot equipment problems and make repairs.
- Ability to properly lift up to 50 pounds.
- Ability to follow written and/or verbal directions.
- Ability to respond effectively to building emergencies.
- Ability to plan and oversee work of student assistants.
- Ability to set priorities for work and organize activities.
- Ability to determine effective maintenance methods and communicate methods to others.
- Ability to maintain a good personal attendance record.
- Ability to establish and maintain effective working relationships with staff and students.

Licenses / Special Requirements

Valid Washington State driver's license. Requires fingerprinting and criminal record check for felonies and child abuse.

Work Environment:

This position requires working in various school, management, and community settings, often requiring sensitivity and effective skills in conflict resolution, with diverse populations including students, teachers, administrators, parents and business partners. Exposure to weather, dust, cleaning chemicals and related fumes. Flexible scheduling, day, evening and/or variable hours required. Physically demanding position: standing, walking, stretching, bending, lifting heavy objects, operating heavy equipment. Required to lift up to (50) fifty pounds. Required to travel to various sites.

Physical Requirements Include:

- Continuous (2/3 to all the time, possibly the full day): Talking, Hearing, Seeing, Handling, Fingering, Grasping.
- Frequent (1/3 to 2/3 of the time or up to 5+ hours of an eight-hour day): Standing, Walking, Bending, Stooping, Crouching, Squatting, Reaching
- Occasional (1/12 to 1/3 of the time or up to 2 ½ hours of an eight hour day): Sitting, Lifting, Carrying up to 10 pounds, Turning, Twisting, Kneeling
- Rare (0 to 1/12 of the time, 40 minutes of an eight hour day): Climbing, Balancing, Pushing, Pulling
- Not Present: Jumping, Crawling

Reports to:

Facilities Director

Evaluation:

The Facilities Director shall evaluate the Building Engineer role periodically pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Conditions:

The preceding lists of positions functions, qualifications and requirements are not exhaustive and may be supplemented as necessary.

Updated SJISD/PSE 10/03

Updated SJISD/PSE 8/09