

**TITLE:** Maintenance Engineer

**DESIRED**

**QUALIFICATIONS:**

1. High School graduate.
2. Demonstrated knowledge of building components and mechanical equipment.
3. Must possess good organizational skills to ensure efficient operation of the building.
4. Must possess sufficient mechanical aptitude to conduct repairs and maintenance to plumbing, heating and electrical equipment.
5. Demonstrated positive customer service skills.
6. At least two (2) years of experience in a school maintenance position and or an equivalent of education and maintenance experience.
7. Experienced in basic P.C. operation relating to email, internet and work order systems.

**REPORTS TO:** Designated Facility Supervisor

**JOB GOAL:** The maintenance engineer assumes charge of the operation of the building, heating and ventilation systems, making repairs, inventorying supplies, keeping records and performing general cleaning on both interior and exterior building and grounds to ensure a well maintained, safe, and secure educational environment.

**Working Conditions:**

All employees subject to hazards are equipped and trained per OSHA standards.  
Subject to work with biohazard waste.  
Subject to temperature changes while performing assigned duties.  
May be required to work in extreme hot and cold temperatures.  
Subject to the hazards, dust and odors from sanding and painting procedures.  
Subject to the hazards, vapors and odors from various cleaning chemicals.  
May be subject to work in the vicinity of chronic hazardous materials i.e., asbestos.  
May be subject to work with hazardous chemicals.  
Subject to work in confined spaces.  
Subject to work from elevated work surfaces.

**Physical Demands:**

All employees subject to physical demands are equipped and trained per OSHA standards.

Be able to lift 50 pounds using proper lifting techniques.

Be able to lift 100 pounds, with assistance, using proper lifting techniques or equipment.

Able to sit or stand for extended periods of time.

Be able to bend body and arms in all directions to lift and move objects and perform maintenance duties.

Be able to ascend and descend a ladder while performing maintenance duties.

Bend body at waist downward and forward to perform maintenance duties.

Bend both legs and knees to kneel or place knees on concrete, vinyl, tile, and carpet surfaces.

Extend hands and arms in all directions to perform maintenance duties.

Use upper and lower extremities to perform maintenance duties, and upper extremities to handle maintenance equipment, shovel snow and push and open doors.

Use hands to select appropriate keys, insert into locks, turn doorknobs, and open doors.

Answer, communicate and dial the telephone and use 2-way radio in clear, precise voice.

Personally respond quickly to emergency situations in all areas of the building, assess each situation and take appropriate action.

Have the physical ability to wear personal protective equipment (PPE) as needed.

Perform work in confined spaces, such as, tunnels, boilers, and hot water tanks.

Perform work in high areas, such as, hoists and ladders.

## **PERFORMANCE RESPONSIBILITIES:**

1. Cleans and lubricates electrical motors, fans and ventilation systems; checks for wear and bad belts. Takes inventory of all supplies and equipment. Performs general upkeep of building equipment. Troubleshoots mechanical and service issues, coordinating repairs with approved providers.
2. Operates and maintains the boiler and ventilation system of the building; checks the boiler room to make sure all equipment is operating correctly and within safety limits (i.e.: boilers, pumps, fans and domestic hot water system for proper operation). Adjusts equipment for day setting and in some buildings night setting.
3. Completes work orders and general requests in a timely manner. Uses good judgment while troubleshooting the most efficient and effective method to accomplish the task. Provides timely solutions and communicates with requestor and supervisor throughout process until completion.
4. Performs general maintenance duties including: floor care (i.e.: scrubbing or stripping and recoating, buffing, burnishing, pressure washing, extracting, sweeping); deep cleaning of surfaces such as pressure washing restrooms or lime removal on faucets; unclogs fixtures and pipes; changes light bulbs; moves furniture, assembles objects, washes windows, etc...
5. Assists in setting up equipment (i.e.: chairs, bleachers) for community education classes, ensures field set up for sporting events, concerts, meetings or other special events (indoors and outdoors). Checks building calendar, work orders and/or checks directly with supervisor to determine what equipment and service

level is needed. Assists in taking down equipment, coordinating cleaning of spaces used and locking up after event.

6. May assist in the cleaning of the school under the direction of the assigned supervisor. These tasks could include: washing walls, baseboards, ledges, windows, and/or furniture, picking up litter, sweeping, mopping, scrubbing or vacuuming classrooms, offices, entries, halls, gyms, cafeterias and stairs. Removing any gum, tape or other materials stuck to floor. Cleaning sinks, stools, showers, urinals, mirrors, floors and refilling dispensers as needed. Cleaning drinking fountains, blackboards, whiteboards, and wiping off shelves, desks, lockers, tables or other surfaces. Emptying trash and recycling containers. Replenishing cleaning supplies in closets and carts. Maintaining cleanliness of chairs, desks, lockers, trash cans, carpets, hard floors and equipment as part of a routine or by special request.
7. Checks all furniture and equipment while cleaning to see if it is in good working order. Makes minor repairs and/or reports damage to assigned supervisor.
8. Assists in unloading deliveries. Puts away equipment or delivers equipment or supplies to the proper room.
9. Performs snow removal: shoveling, blowing and sweeping, salting as required.
10. Secures building at night, setting alarms and locking doors and windows. Opens and closes building for special events.
11. Assists with training other staff on assigned tasks.
12. Maintains proficiency level in all required District, Health and Safety, and maintenance trainings.
13. Employee is responsible to be knowledgeable about all District policy.
14. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.