

TITLE: Building Engineer

QUALIFICATIONS: Demonstrated aptitude for successful completion of the tasks assigned.
Certificate of good health signed by a licensed physician.
Able to lift a minimum of 50 lbs.
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Reports to the building Principal and Director of Buildings & Grounds

SUPERVISES: Custodians in the building

JOB GOAL: To provide students with a safe, attractive, comfortable, and efficient place in which to learn, play, and develop.
To adhere to the work schedule and assignments specified by the building principal and Director of Buildings & Grounds.
To develop a systematic procedure whereby all responsibilities can be performed in a most efficient and effective manner.
To maintain a building and premises that is neat and clean at all times.

The building engineer is an important member of the building staff and, as such, assumes responsibility for seeing that his/her building is interiorly and exteriorly neat, safe, and attractive. He/she works closely with all building custodians in an attempt to accomplish these responsibilities. He/she must be able to plan and organize his/her work so there is limited interruption, yet realize emergencies must always receive first priority. Supervisory, maintenance, and cleaning skills are essential in the performance of this job.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the maintenance of grounds, trees, bushes, entrance's, parking lots, tennis courts, baseball and football fields.
2. Performs such yard keeping chores as grass cutting (trim only), and hedge trimming, as necessary, to maintain the grounds in a safe and attractive condition.
3. Assists in keeping the grounds free from rubbish and litter.
4. Keeps entrances and sidewalks free of snow and ice.
5. Conducts an ongoing program of general maintenance and upkeep.
6. Makes minor building repairs.

7. Reports major repairs promptly to the building principal.
8. Reports immediately to the building principal any damage to school property.
9. Cleans up glass.
10. Provides for emergency replacement of broken windows.
11. Assumes responsibility for fire safety.
12. Changes light bulbs.
13. Has a regular program as needed, inspecting building and grounds.
14. Checks boilers, pumps, all equipment and air conditioner depending on season.
15. Supervises the custodial and custodial/maintenance staff assigned to the building.
16. Train as needed in cleaning, methods and maintenance.
17. Assumes responsibility for making sure the building is opened and secured each day.
18. Conducts monthly walk-through of building to document condition of building.
19. Helps with evaluation of custodians in building.
20. Communicates daily with building principal and building custodians, regarding activities in building--problems, time off, vacation days, etc.
21. Uses Custodial Procedures Manual as standard for upkeep of building.
22. Keeps an inventory of supplies and equipment.
23. Prepares requisitions needed for replacement of supplies.
24. Keeps on-going records, schedules etc. regarding supplies, maintenance, and activities.
25. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
26. Sets up schedules and procedures with principals using work orders.

27. Is flexible with hours as needed.
28. Works with Director of Buildings & Grounds on all programs, training, maintenance, and supplies using work orders.
29. Schedules or programs can be changed at any time by approval of principal or Director of Buildings & Grounds.
30. Monitors the time records of all custodial employees in the school and certifies them for salary payments.
31. Remains on school grounds during his/her scheduled work day.
32. Wears uniform daily while school is in session, and has all custodians in building in uniform when school is in session, or for building use on weekends when a custodian is required.
33. Performs general cleaning responsibilities as needed, dust mop, wet mop floors, clean glass, etc.
34. Performs all other assignments and responsibilities as directed.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.