



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Building Engineer	Department: Activities/Facilities	Bargaining Unit:
Immediate Supervisor: Director of Activities/Facilities	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the direction of the Director of Facilities/Activities and guidance of the District Engineer, the Building Engineer is responsible for performing a wide variety repair, troubleshooting and preventive maintenance within the building(s) of assignment involving various mechanical systems including plumbing, HVAC, pool equipment, electrical and general building maintenance. Duties of the position includes prioritizing and completing work orders, performing general custodial duties and responsibilities, as assigned.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Troubleshoots, repairs and or performs preventive maintenance duties to HVAC, mechanical, plumbing, carpentry, pool equipment or other equipment within the building of assignment.
 - a) Performs daily boiler inspections, documenting and maintaining boiler logs . Monitors water level and adds water, as appropriate.
 - b) Checks and monitors heat, pumps, gauges, safety valves and condensate pumps.
 - c) Performs pool checks, as assigned.
 - d) Responds to work orders and troubleshoots maintenance repairs.
 - e) Repairs and/or performs preventive maintenance to air handling units, fans, or motors, and annual cleaning of condensing coils. Schedules and/or performs filter changes on all HVAC.
 - f) Installs and repairs existing plumbing equipment. Fixes water leaks or other plumbing services. Services or fixes drains, sinks, toilets and drinking fountains. Cleans and maintains roof drains.
 - g) Performs weekly tunnel and penthouse inspections including any needed cleaning and maintenance.
 - h) Completes light electrical work within the scope of a registered unlicensed electrician.
 - i) Operates and maintains building automated systems.
- Reviews work order requests, prioritizes, and secures necessary materials to complete work orders. Purchases needed supplies and materials, as needed.
- Assists, fills in, and or participates in the performance and conduct of cleaning and custodial tasks within the building. Performs such tasks as:
 - a) Cleans, sweeps and mops hallways, classrooms and stairwells.
 - b) Arms and disarms alarm systems.
 - c) Accepts emergency alarm calls, when required.
 - d) Performs assigned health and safety inspections.

- e) Participates in building lock down and fire drills.
 - f) Scrubs, waxes and/or mops all floors.
 - g) Compiles and removes all garbage from assigned areas to dumpsters, as assigned.
 - h) Vacuums rugs and classrooms on assigned floor(s), as needed.
 - i) Assists in cleaning the Community Center.
 - j) Maintains cafeteria, kitchen and set up areas of the cafeteria. Stocks milk coolers, as needed.
 - k) Receives and conducts deliveries, as required. Maintains orderly loading dock areas.
 - l) Removes snow/ice from assigned areas.
- Collaborates with District Engineer and Building Administrators to provide advice and/or assist them with any building issues, as appropriate.
 - Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Some vocational/trades training
	High school diploma or GED.		Major field of study or degree emphasis: Boiler engineer, facility maintenance, HVAC, mechanical, carpentry, or other trades areas.
x	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		
	2nd year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
			<ul style="list-style-type: none"> • Knowledge of the fundamentals, practices, and techniques involved in the repair, installation, troubleshooting and maintenance in assigned areas of responsibility • Knowledge of state and federal laws pertaining to areas of responsibility. • Knowledge of hand, power, and diagnostic tools applicable to trade. • Knowledge of all safety precautions, safety equipment and risk management procedures pertaining to specific duties and responsibilities of the work. • Knowledge of HVAC operation, repair and maintenance. • Knowledge of boiler water or glycol treatment, maintenance and chemicals required. • Knowledge of pool chemistry and pump, filter, and control maintenance. • Fundamentals of general repair and maintenance activities in such areas as mechanical, carpentry, electrical, steam, plumbing systems, and associated equipment. • Knowledge of energy management automated systems and their applicable programming languages/commands.
Required Work Experience in Addition to Formal Education/Training:			

Requires a minimum of 2 years custodial or closely related experience.

LICENSE/ CERTIFICATION	Identify licenses/certification required: Requires a MN driver's license or evidence of equivalent mobility. Specialist Boiler License and certification as a Registered Unlicensed Electrician.
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Establishing and maintaining effective working relationships with employees, supervisors, department heads, and building personnel. • Planning and implementing preventive maintenance and work orders involving building mechanical, HVAC, electrical, plumbing systems and equipment. • Reading and interpreting blue prints and diagrams. • Implementing maintenance schedules addressing building needs. • Ability to work independently with minimal supervision. • Operating and using hand and power tools and heavy equipment applicable to trade(s). • Using and operating energy management systems, programs, tools and diagnostic equipment to test, repair, or replace equipment or malfunctions. • Operating all equipment, machinery and systems necessary in performance of the job including boilers, and all associated components. • Using chemicals to test pool water and perform required pool testing documentation and recordkeeping. • Ability to read, understand, and follow safety procedures. • Performing fundamental troubleshooting, repairs and maintenance activities in the areas of carpentry, plumbing, mechanical and assistance with electrical activities. • Performing custodial duties and responsibilities, as assigned.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

<u>Physical Activities</u>	<u>Amount of Time Spent</u>				<u>Lifting/Forcing Exerting</u>	<u>Amount of Time Spent</u>			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				X	Up to 10 lbs				X
Walk			X		Up to 25 lbs				X
Sit		X			Up to 50 lbs			X	
Use hands to finger, handle or feel				X	Up to 100 lbs		X		
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance			X						
Stoop, kneel, crouch or crawl			X						
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Heavy Work:

Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently and/or up to 25 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .



**HAZARDOUS WORKING
CONDITIONS**

**Unusual or hazardous working conditions related to performance of
duties:**

Working with mechanical equipment poses potential risks and requires being aware of hands, limbs and clothing in relation to moving mechanical parts to prevent injury. Chemicals used in the Boiler Water Treatment Program or other maintenance activities pose potential risks for inhalation of fumes, chemical burns and skin absorption. Welding, steam or exhaust burns pose risks. Electrical shock is a risk involved in working with electronic equipment and tools. Work may include working at heights, restrictive and confined areas, and in hot/cold conditions. The work environment involves exposure to materials, equipment and situations that requires following safety precautions and may include the use of protective equipment.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 4/2015 by BCC. Updated 5/2015.

