



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

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## **Head Engineer**

### **Primary Function**

To operate and maintain the District's HVAC and other mechanical systems (e.g. fire, sprinkler, elevator, electrical, and plumbing)

### **Organizational Relationships**

Reports to the Coordinator of Buildings and Grounds and the Building Principal.

### **Qualifications**

- Graduation from high school, technical school, or comparable experience.
- Possess and maintain a Stationary Engineer License
- Working knowledge of the methods, tools, mechanical equipment and techniques used in custodial work.
- Working knowledge of the tools, repair, and maintenance of plumbing, electrical, and HVAC systems.
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Ability to operate various types of power and hand machinery and tools.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building and up and down stairs.
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 50 pounds alone, or more than 50 pounds with assistance.
- Ability to climb ladders and walk roof areas.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to keep proper records in accordance with State/Federal guidelines and Board Policy.
- Maintain a valid Driver's License for the State of Illinois (Custodian/Driver only).

### **Performance Responsibilities**

1. Maintains building and premises neat and clean at all times.
2. Promptly respond to emergent HVAC problems including but not limited to heating malfunctions, air conditioning and/or damper malfunctions, and control malfunctions.
3. Perform repair and preventative maintenance of all HVAC systems.
4. Regulates HVAC systems for seasonal conditions and to ensure economical usage of utilities.

5. Perform repair and preventative maintenance of all electrical systems, while observing the National Electrical Code.
6. Repair and maintain plumbing systems and components.
7. Ensures that door and window systems are functioning properly.
8. Maintains schedule of all motor and other mechanical equipment for service.
9. Maintains building systems repair log.
10. Act as building liaison during construction projects and help coordinate schedules and work with contractors.
11. Act as on-call building liaison with the fire department and alarm company
12. Shovels, plows and salts sidewalks as appropriate.
13. Supervise the day and night custodians.
14. Arranges for substitute coverage of custodians, if necessary.
15. Provides setup and cleanup for buildings activities.
16. Complies with local ordinances for storage and disposal of trash and waste.
17. Maintains grounds free from rubbish.
18. Remains on school premises during assigned shift.
19. Make recommendations to the Coordinator of Buildings and Grounds for the upkeep, improvement or enhancement of existing systems, equipment, and procedures.
20. Performs other related duties as assigned by the Building Principal and/or Coordinator of Buildings and Grounds.

**Terms of Employment**

12-month position (260 work days). Salary and work year determined by the Board of Education and Local 399 Agreement.

**Performance Evaluation**

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.