CUSTODIAN ENGINEER 3

Job Code: 418ABE
Bargaining Unit: 12
Effective: 7/8/2011

Description of Work

General Statement of Duties
Performs highly responsible lead custodial and routine maintenance work involving the interior, immediate grounds, and mechanical system of a large elementary school, the service facility, or a small to medium-sized junior high school; and performs related duties as required.

Supervision Received
Works under the general, technical and administrative supervision of a Facility Operations Coordinator; may receive administrative supervision from a school principal.

Supervision Exercised
Plans, assigns, leads and reviews the work of a crew of lower-level custodial employees assigned to a school district facility.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Plans, schedules, reviews and approves the work of a crew of lower-level custodial employees.

Operates, maintains, adjusts, and regulates low pressure boilers, heat exchangers, air handlers, swimming pool pumps and filtering systems, and related equipment.

Greases, oils and tends mechanical equipment related to a heating plant and air conditioning system; cleans boilers and air conditioners.

Cleans fans and fan housings, related equipment and ducts; oils fan bearings; adjusts tension and changes belts on fans; cleans and/or changes air filters.

Monitors automatic controls on boilers and in air conditioning equipment and sets switches for day and night operations; reports malfunctions to a higher authority; takes immediate action to correct or shut down boiler during hazardous or improper operation.

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Typical Duties Performed (continued)

Mops, strips, seals and waxes floors; operates industrial-type buffers and scrubbing machines; vacuums and shampoos carpet using powered cleaning equipment; sets up and takes down tables and chairs for special events.

Removes ice and snow from sidewalks and other paved surfaces using hand and powered equipment; mows and trims grassy area surrounding building using hand and powered lawn mowing equipment.

Prepares reports and maintains records on fuel consumption, vandalism, time sheets, equipment repairs and services.

Orders necessary maintenance supplies.

Performs light preventive maintenance work on powered mechanical equipment.

Provides training on proper work practices and use of equipment.

Enforces employee safety regulations and housekeeping rules.

Performs all of the typical duties of the lower-level custodial worker, Custodian-Engineer 1 or 2 classes.

Contributes to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Knowledge, Skills and Abilities

Considerable knowledge of, and ability to perform, custodial practices and procedures.

Considerable knowledge of, and the ability to safely operate, and maintain low pressure hot water and steam boilers, air conditioning systems and mechanical equipment.

Considerable knowledge of the safe and effective use of powered mechanical equipment including lawn mowers, snow blowers, scrubbers and buffers, compressors and hand maintenance equipment including mops, rakes and shovels.

Thorough skill in operating, and teaching others to safely operate, a variety of tools and equipment.

Considerable ability to assign, lead and evaluate the work of other workers.

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Knowledge, Skills and Abilities (continued)

Considerable ability to interpret temperature and pressure gauges and take appropriate corrective action.

Working ability to communicate effectively, both orally and in writing.

Working ability to interact with school personnel, students and the public in a tactful and effective manner.

Ability to endure sustained periods of physical activity.

Ability to perform work requiring continuous standing and frequent walking.

Ability to safely lift objects of varying weights ranging from continuously for weights up to 15 pounds, frequently for weights up to 30 pounds, occasionally for weights up to 50 pounds and rarely for weights above 50 pounds.

Ability to push and/or pull up to 110 pounds occasionally.

Ability to climb stairs frequently and ladders occasionally.

Ability to occasionally balance, stoop, kneel, crouch and crawl.

Ability to frequently perform fine hand motion skills and grasp objects and to perform repetitive arm motions.

Minimum Qualifications

Must possess a High School Diploma or GED Certificate and two years of experience as a Custodian Engineer 2 or equivalent. Must possess and retain a First Class Boiler License issued by the State of Minnesota. Pool Certification will be required within six months of appointment if placed in a building with a pool.