CUSTODIAN ENGINEER 4

Job Code: 419ABE
Bargaining Unit: 12
Effective: 7/8/2011

Description of Work

General Statement of Duties
Performs highly responsible, supervisory custodial and maintenance work involving the interior, immediate grounds, and mechanical system of a large junior high school, a small to medium-sized senior high school or another equivalent-size school district facility; and performs related duties as required.

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

Supervision Exercised
Exercises within a large school district facility general and technical supervision of lower-level custodial employees.

Typical Duties Performed

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

Develops and coordinates a short and long-term operations program for a senior high school complex or equivalent-size school district facility.

Reports necessary repairs to building or equipment and ascertains that such work is done in accordance with specifications prepared by the proper authority.

Maintains building and site plans; processes work orders and time and attendance records.

Plans, assigns, supervises and reviews the work of a large crew of lower-level custodial employees.

Operates, maintains, adjusts, and regulates low-pressure boilers and mechanical equipment.

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Typical Duties Performed (continued)

Monitors automatic controls on boilers and in air handling 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.

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

Orders necessary maintenance supplies.

Demonstrates work practices and uses of equipment.

Enforces employee safety regulations and housekeeping rules.

Performs, as needed, any or all of the typical duties of the lower-level custodial worker, Custodian Engineer 1, 2 or 3 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

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

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

Thorough knowledge of, and the ability to use safely and effectively, powered mechanical equipment including lawn mowers, snow blowers, scrubbers and buffers, compressors and hand maintenance equipment including mops, rakes and shovels.

Thorough knowledge of departmental rules and regulations related to the operation of buildings and grounds.

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

Considerable ability to plan, coordinate, supervise and evaluate the work of custodial personnel.

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Knowledge, Skills and Abilities (continued)

Working ability to assess operational and maintenance problems and to prescribe remedial 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 3 or equivalent. Must possess and retain a Chief Boiler License issued by the State of Minnesota. (No substitution of experience or license.) Pool Certification will be required within six months of appointment if placed in a building with a pool.