



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: FACILITY ENGINEER

REPORTS TO: Facilities Manager/[School Plant Manager](#) **SITE:** All Schools

CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month

SALARY: Range 147 – Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: September 25, 2014

JOB SUMMARY:

Under general supervision operate, maintain, and repair boilers and auxiliary boiler room equipment; operate and maintain swimming pool systems; perform related duties as assigned. Monitor, maintain, and service related systems to the sites boiler room, as well rest rooms and roof top systems.

CLASS CHARACTERISTICS:

Positions in this class require skills obtained through moderate training and experience to operate and adjust varied equipment for purposes such as performing numerous standardized tests and operations. Employees will carry out recurring tasks independently, and refer problems and unfamiliar situations not covered by instructions to the Facility Manager/[School Plant Manager](#) for decision or help. Specific guidelines covering all important aspects of the work are provided to employees, and the work will consist of duties that involve related steps, processes and methods, and project time lines. The work requires physical exertion such as long periods of standing, extending, walking, bending, and carrying moderately heavy objects.

ESSENTIAL FUNCTIONS:

1. First responder to all site related emergency or non-emergency issues including but not limited to: fire panel troubles and alarms, power issues, sewer related problems, event set ups, spill clean-up, gas leaks, water leaks.
2. Operate, monitor, and provided preventative maintenance to the boilers and where applicable, maintain proper steam pressure and water levels; inspect boiler controls, valves, and switches. Inspect ventilating systems to ensure proper heat, airflow, and room temperatures.
3. Operate and troubleshoot the site's Energy Management System which includes thermostats, actuators, variable frequency drives, VAVs, BCUs.
4. Perform repair work on vacuum, circulating and boiler feed pumps, hot and cold water systems, and other boiler room equipment; service fans, compressors, and pumps by oiling, greasing, packing, and cleaning.
5. Operate and service swimming pool filters, pumps, and chlorinators; test water and add chemicals or adjust chlorine to bring pool water to standards of purity and alkalinity; regulate water heaters to maintain optimum water temperatures.
6. Maintain, operate, sweep or vacuum pool and clean pool area.
7. Monitor all pool supply and connected systems.
8. Make basic plumbing repairs including replacing broken pipes, valves, washers, and gaskets; clean plugged drains.
9. Basic carpentry repairs and installation including whiteboard, ceiling tiles, dispenser repair or replacement and custom projects designed by Facilities Manager.
10. Work with minimal supervision or in a team environment depending on the scope of the project.
11. Use of Personal Protective Equipment (PPE) pertinent to the job.
12. Perform filter change outs and belt replacements.

13. Back-up for Facilities Manager/School Plant Manager when not on campus.
14. Other duties as needed or required.

Employment Standards:

Incumbent must be able to perform essential duties 1-14 with or without reasonable accommodation.

QUALIFICATIONS:

Education/Training Experience:

- High school diploma or equivalent.
- Two (2) years of experience performing building maintenance, including operations of low pressure boilers, and pool cleaning work. Good driving record.
- Current and valid Certified Pool Operator (CPO) certification or equivalent experience.
- Boiler Operation certificate or equivalent experience.

Knowledge of:

- City, county and state building codes, NFPA 101, CAL/OSHA.
- Operation and maintenance of swimming pool filtration and sanitation equipment.
- Operation and maintenance of low pressure and steam boilers.
- Water test equipment and chemicals used to maintain pool sanitation.
- Principles of basic electricity and plumbing.
- Application and use of hand and power tools.

Ability to:

- Apply methods, and use materials and equipment needed in boiler functions, pools, and buildings for commercial use.
- Understanding of codes in the work place.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Interpret and work from sketches, drawings, and blueprints.
- Use and maintenance of self PPE.
- Understanding of mechanical systems and related service systems.
- Make arithmetic computations to measure and estimate materials requirements.
- Prepare rough sketches and cost estimates of needed work.
- Work safely on ladders, scaffolds, railings and roofs of varying heights.
- Set work priorities and work independently.
- Speak, read and write in English.
- Must be able to read and understand Safety Data Sheets (SDS).
- Read operations and safety manuals.
- Write basic inspection reports.
- Carry out instructions furnished in written, oral, or diagram form.
- Perform routine plumbing and electrical repairs.
- Operate hand and power tools safely.
- Pass a certification test to operate school heating and ventilation systems, pool equipment, and auxiliary systems.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Licenses and Certificates:

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Obtain and hold any valid credentials or licenses that are required by law or code.

- Attend required trainings and pass tests provided by the trainer to ensure knowledge retention.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.
- Ability to lift and carry objects and equipment weighing up to 50 lbs., and move up to 200 lbs. using a dolly or hand truck.

OTHER REQUIREMENTS:

- Department of Justice Live Scan Fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

