Duchesne Academy & Preschool of the Sacred Heart — Omaha 1881

SENIOR ENGINEER

REPORTS TO DIRECTOR OF BUILDINGS AND GROUNDS

Basic Function:

The Senior Engineer assists the Director of Building and Grounds in the implementation and supervision of maintenance to facilitate repairs and alterations of Duchesne's buildings and grounds.

Responsibilities:

- Models the Sacred Heart Goals and Criteria and sets the standard for honest, open, professional communication with all groups on campus
- Possesses the necessary skills to work with members of the maintenance team to complete department related responsibilities
- Make repairs on any part of the building, grounds or equipment
- Supervises Building and Maintenance Engineers by setting clear expectations and ensuring everyone has the materials or equipment needed to accomplish the work assigned;
- Reviews procedures for pest control and monitors and inspects with licensed pest control service
- Checks temperature throughout the building and takes steps to adjust to a comfortable range and report problems to the Director of Building and Maintenance
- Monitors the operation of all major equipment
- Identifies needs for and makes repairs on any part of the building, grounds, or equipment
- Monitors the daily and monthly "Preventative Maintenance Schedule" and carries out all required maintenance
- Prepares areas for events, including placement of furniture and equipment
- Adheres to the recommendations of fire, health, and insurance inspectors
- Maintains school vehicles in good operating condition
- Ensures that all requests for repairs are responded to promptly and that the person making the request is informed of progress
- Routinely inspects building and grounds, taking appropriate action to correct problems in a timely manner
- Works with the IT Department as needed to assist with documentation and contracts repairs and improvements to the facility's phone and voice mail system
- Assists the Director of Buildings and Grounds in the operation of electrical and mechanical equipment throughout the campus. This includes the heat pump loop and hot water heating systems, temperature control systems, chemical treatment, cooling systems, air distribution equipment and plumbing system

Other Requirements:

- Must have a strong understanding of and experience with HVAC service and other internal building controls including electrical, mechanical, and plumbing
- Must have experience in maintenance-roles in a commercial building

- Must be willing to work flexible hours, as needed, for events and emergency situations
- Must have a valid driver's license.

Physical Requirements:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights
- Must be able to carry loads up to 50lbsExposure:
- Will be exposed to dusty work conditions weekly;
- Will be exposed to strong chemicals monthly; and
- Will be exposed to hot working conditions seasonally.

Other Information:

Interested candidates should submit their cover letter and resume to Human Resources Manager, Marybeth Goddard, at mgoddard@duchesneacademy.org

** Duchesne will conduct background and reference checks. By applying to this position, you agree to cooperate fully in those procedures. Any employment offer is subject to Duchesne's approval of the outcome of those checks.