

Position: Building Engineer

Term: 12 Month

Classification: Classified/Non-Exempt

Location: District Wide as Assigned

Qualifications: High School Diploma or equivalent

- 3-5 Years related training/experience preferred
- Knowledge of general building operations
- Knowledge of cleaning chemicals and proper mixing protocol
- Knowledge in the following areas: sport field turf, weed control, turf/lawn/tree/shrub pest disease and control
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance
- Ability to initiate and complete work orders
- Valid driver's license

Supervisory: Yes

Reports to: Director of Facilities

The building engineer is responsible for maintaining a safe, clean, sanitized, and attractive environment for staff and students.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions - Routine work includes, but is not limited to, the following:

- Maintain cleanliness of the building as well as the neatness of the grounds through effective management of self and assigned custodians
- Perform safety and maintenance checks of all related physical plant equipment.
- Schedule, coordinate and assign custodial duties and custodial sections with the assistance of the Facilities Director.
- Order and maintain custodial supplies assigned building.
- Assist with the preparation of annual written evaluations for custodial staff .
- Train custodians on proper cleaning procedures.
- Conduct daily inspection on the work of custodians under their management.
- Perform routine inspections of properties, structures, equipment, boilers, roofs, etc.

- Perform required maintenance as assigned.
- Respond as needed for call-backs security alarm or other emergency call-backs.
- Maintain compliance with environmental regulations, including Material Safety Data Sheet files for cleaning chemicals used in building, and proper labeling of chemicals.
- Work collaboratively with the school principal or building director to provide a clean and safe environment for students, teachers and patrons.
- Assist as needed on summer maintenance crews.
- Dust, sweep and/or mop floors as necessary.
- Wash windows, as needed and clean window sills.
- Scrub or strip and wax floors as scheduled.
- Clean and sanitize restroom fixtures, hardware, tile, mirrors, partitions, floors, etc. Replace restroom supplies as needed. This includes locker rooms.
- Set up tables, chairs, etc., for school meetings, games, dances and any other events.
- Report any damage to school property and report maintenance needs, thru the work order system.
- Replace light bulbs and fluorescent tubes as needed.
- Load and unload supplies and equipment.
- Sweep exterior walkways.
- Relieve, assist, or fill in temporarily on other jobs as assigned by the supervisor.
- Demonstrate understanding of proper care and use of all emergency fire equipment.
- Maintain security of the classrooms and buildings, checking that all students are out of the buildings, lights are off, windows are locked, doors are locked, and rooms and buildings are checked for fire hazards.
- Report any trouble or problems relating to the heating or cooling system immediately.
- Clean all tools, supplies and equipment after each use and store in their proper place.
- Other duties as assigned.

Physical Demands

Medium Work

- Occasionally lifting up to 50 pounds, and/or moving 10 - 25 pounds frequently.
- The employees will frequently push or pull items such as desks, tables, bleachers and scrubbing machines.
- Requires prolonged sitting or standing.
- Requires stooping, kneeling, crawling, bending, turning, reaching, climbing, and balancing.
- The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability.
- The individual must be able to travel between district facilities.

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The noise level of the work environment is usually moderate but can occasionally be loud.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.