

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 09/1986
LAST REVISION DATE 10/2008
BAND & GRADE C-4-2-10

POSITION TITLE Assistant Engineer I

IMMEDIATE SUPERVISOR(S) Facilities Maintenance Coordinator & Chief Engineer

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

To ensure cleanliness, safety and security of buildings and mechanical operations. To maintain a pleasant environment for faculty, staff, students and the public.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
OTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1. Maintain buildings HVAC, Mechanical and Plumbing Systems. <ul style="list-style-type: none"> a. Safely operate and maintain all district boilers, ensuring that all boilers and backup equipment are in good repair. b. Perform repairs on all boiler safety equipment ensuring boiler logs are maintained in accordance with state and district policies. c. Maintain preventative and corrective maintenance records on all mechanical and electrical equipment. d. Monitor HVAC control systems to maximize energy efficiency. e. Perform minor electrical maintenance; including repair or replacement of worn or defective parts and replacement of defective receptacle outlets and lighting control switches as directed. f. Assist in the installation of new electrical systems. g. Perform repairs on all district plumbing systems. h. Performs repairs and corrective 	B2	D90		1. Knowledge of: <ul style="list-style-type: none"> a. Applicable district policies. b. School facilities. c. Applicable Minnesota Department of Health policies. d. Applicable Minnesota State Fire Code. e. Applicable State and Federal safety regulations. f. Building codes. g. Plumbing codes. h. Electrical codes. i. Pneumatic and electronic control systems. j. Energy conservation and consumption. k. Plumbing systems. l. Electrical systems. m. HVAC systems. n. Boiler systems. o. Pool systems. p. Building mechanical equipment and 	1. Building HVAC and Mechanical systems were maintained. <ul style="list-style-type: none"> a. Safe operation and maintenance of all district boilers performed and all boilers and backup equipment are in good repair. b. Repairs were performed on all boiler safety equipment and accurate boiler logs were maintained in accordance with state and district policies. c. Preventative and corrective maintenance records were maintained on all mechanical and electrical equipment. d. HVAC control systems were monitored to maximize energy efficiency. e. Minor electrical maintenance was completed as directed in a timely manner. f. Assisted during installations of new electrical services. g. Repairs were performed on all district plumbing systems in a timely manner. h. Corrective maintenance and repairs of

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<p>maintenance of district swimming pools and pool equipment.</p> <p>i. Repair and maintain industrial technology classroom and custodial tools and equipment.</p> <p>j. Monitor supply of fuel and energy resources for all buildings.</p> <p>k. Complete and maintain necessary reports related to engineering services including but not limited to energy consumption and conservation.</p> <p>l. Identify problems with fire, security, phone, network and audio equipment, relay information to District information technology personnel.</p> <p>m. Perform repairs and maintenance of irrigation, wells and septic systems.</p> <p>2. Perform snow removal and maintenance services for District parking lots, sidewalks and playgrounds.</p> <p>a. Plow and remove snow from District drives, walks and playgrounds.</p> <p>b. Safely operate snow removal equipment.</p> <p>c. Maintain proper license(s) necessary to operate district vehicles and equipment.</p> <p>d. Adjust schedule to accommodate existing weather conditions and equipment availability.</p> <p>3. Develop and submit summer project lists and capitol project recommendations:</p> <p>a. Calculate estimates for repairs, submitting information to supervisor.</p> <p>b. Follow specifications and procedures for the competitive quoting process.</p> <p>c. Monitor contractors hired for projects as needed or required.</p> <p>4. Assists supervisor with mandatory safety inspections and records of district:</p> <p>a. Emergency lights.</p>	B2	D		<p>preventative maintenance.</p> <p>q. Computers and related computer programs.</p> <p>r. Fire alarm and security alarm systems.</p> <p>s. City and county Law enforcement procedures.</p> <p>t. Building security systems.</p> <p>u. Snow removal equipment.</p> <p>2. Ability To:</p> <p>a. Cooperate and effectively relate to others.</p> <p>b. Take appropriate action when needed.</p> <p>c. Analyze and plan efficiently.</p> <p>d. Organize, motivate and monitor employees.</p> <p>e. Conduct group processes and activities.</p> <p>f. Allocate resources.</p> <p>g. Analyze and correct emergency situations.</p> <p>h. Operate a computer and associated software.</p> <p>i. Keep required records.</p> <p>j. Promote good public relations between staff, students and the public.</p> <p>k. Identify fire and safety hazards.</p> <p>l. Register as an unlicensed electrical worker with the State of Minnesota.</p> <p>m. Operate and maintain various snow removal equipment.</p> <p>n. Operate/use small tools, ladders and power equipment.</p>	<p>district swimming pools and pool equipment were scheduled and performed in a timely manner.</p> <p>i. Industrial technology classroom and custodial tools and equipment were repaired in a timely manner.</p> <p>j. Fuel and energy resources were monitored and adequately maintained.</p> <p>k. Reports related to engineering services were completed and maintained.</p> <p>l. Problems with fire, security, phone, network and audio equipment were identified and information was relayed to District information technology personnel in a timely manner.</p> <p>m. Maintenance and repairs were performed on irrigation, wells and septic systems.</p> <p>2. Performed snow removal and maintained District parking lots, sidewalks and playgrounds.</p> <p>a. Snow was removed from drives, walks and playgrounds in a timely manner.</p> <p>b. Equipment was used safely.</p> <p>c. All applicable licenses were current.</p> <p>d. Schedule was adjusted to accommodated weather conditions and equipment availability.</p> <p>3. Summer project lists and capitol project recommendations were developed and submitted to supervisor.</p> <p>a. Estimates for repairs were calculated and submitted to the supervisor in a timely manner.</p> <p>b. Specifications and procedures were followed for the competitive quoting process.</p> <p>c. Contractors were monitored for</p>
	B2	W			
	B2				
	C4				
	B2	M			

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<ul style="list-style-type: none"> b. Eye wash stations. c. Fire extinguishers. d. Fire doors / magnetic door holders. e. Fire alarm testing. f. Playgrounds. g. Ladder inspections. 				<p>3. Skill in:</p> <ul style="list-style-type: none"> a. Operating engineering equipment. b. Reading blueprints and schematics. c. Limited welding. d. Operating a motor vehicle. e. Math computation. 	<p>projects as needed or required.</p>
<p>5. Complies With Federal, State, Local and District Safety Regulations and Policies:</p> <ul style="list-style-type: none"> a. Complies with safety regulations. b. Complies with State fire code. c. Reports all safety violations and concerns to District safety manager. d. Attends work schedule meetings. e. Attends training sessions. f. Follows chain of command in organization. g. Uses and promotes safe procedures and practices. 	B2	D			<p>4. Assistance was provided to the supervisor for mandatory safety inspections and keeping records of all district:</p> <ul style="list-style-type: none"> a. Emergency lights. b. Eye wash stations. c. Fire extinguishers. d. Fire doors / magnetic door holders. e. Fire alarm Testing. f. Playgrounds. g. Ladder inspections.
<p>6. Performs additional work as assigned by supervisor:</p> <ul style="list-style-type: none"> a. Manage paperwork; initiate in process and resolve. b. Produce solutions for mechanical, electrical and other plant engineering problems and emergencies. c. Remain flexible and change plan as situation dictates. d. Be available as primary responders to intrusion and fire alarms. e. Assist and direct the work of all maintenance personnel, assuming the duties of Chief Engineer as assigned. f. Participates in District training programs. g. Supervise assigned summer work crew. h. As assigned by supervisor. 	B2				
	C4				
	C4				
	C4				<p>5. Complied with Federal, State, Local and District Safety Regulations and Policies:</p> <ul style="list-style-type: none"> a. Complied with safety regulations. b. Complied with State fire code. c. Reported all safety violations and concerns to District safety manager in a timely manner. d. Attended work schedule meetings. e. Attended training sessions. f. Followed chain of command in organization. g. Used safe procedures and practices. <p>7. Performed additional work as assigned by supervisor:</p> <ul style="list-style-type: none"> a. Managed paperwork; initiated in process and resolve. b. Produced solutions for mechanical, electrical and other engineering problems and emergencies. c. Remained flexible and changed plan as situation dictated. d. Was available as primary responder to intrusion and fire alarms. e. Assistance was given in the direction of all maintenance personnel and the duties of the Chief Engineer were

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					assumed when assigned. f. Participated in District training programs. g. Completed additional assignments as directed by supervisor.
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MINIMUM QUALIFICATIONS: State of Minnesota "Class C" Chief Boiler Operators License.
State of Minnesota Certified Pool Operators License.
State of Minnesota Class "D" Drivers' License

PREFERRED QUALIFICATIONS: State of Minnesota Class "B" Drivers' License