

VACANCY
April 22, 2019

JOB BID #30

Title: Building Engineer (8hrs/day) – East High

5:30 a.m – 2:00 p.m

Tim Cox moved to job bid #28

FLSA Status: Non-exempt

Classification: Classified

Immediate Supervisor: Director of Operations

Job Summary: This position is responsible for performing building mechanical and electrical equipment maintenance to ensure a safe learning and working environment.

Hiring Specifications:

Education

- High school diploma or equivalency
- Additional coursework in equipment maintenance, preferred

Certification

- CPO and boiler license required (or acquired within first 6 months of assignment)

Experience

- Previous building maintenance experience, preferred

Skills, Knowledge & Abilities

- Mechanical aptitude for equipment operation
- Ability to read operating instructions and write reports
- Ability to read blueprints
- Knowledge of heating, air handling and mechanical equipment
- Knowledge of preventive maintenance procedures
- Ability to perform basic carpentry work
- Working knowledge of plumbing systems
- Knowledge of state and local code requirements
- Knowledge of safe working procedures
- Ability to read work orders and receive oral instructions
- Ability to read meters, gauges and recording devices and log information
- Ability to communicate effectively orally and in writing
- Ability to work independently and in a team environment
- Ability to maintain confidentiality
- Ability to work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability

Technology Requirements

- Ability to access email and attachments and respond electronically as necessary

Supervision of Others:

- N/A

Personal Contacts:

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- District staff
- Students
- Community members

Job Duties:

1. Maintain all mechanical and electrical equipment in the building.
2. Operate and maintain boilers, which includes water treatment, combustion, air controls and controls on combination gas burners and air conditioners.
3. Maintains air compressors, pressure switch, pressure relief valve and bleeding of water from tanks and oils when necessary.
4. Maintains and repairs pumps, nozzles, traps, valves, gauges, meters, regulators, filters, master controls, submaster controls and sump pumps.
5. Maintains and repairs zoned air supply, smoke detectors, blowers, outside air control, and fire door controls.
6. Maintains comfortable rooms – heating, cooling, air supply, thermostats, mixing boxes, converters and unit heaters.
7. Maintains night controls, clocks governing day and night cycles and control switch.
8. Maintains and repairs all exhaust systems.
9. Maintains mixers, shredder, crusher, dishwasher and other kitchen equipment and laundry equipment.
10. Maintains on a regular basis all filters, belts and bearings, lubricating, bleeding, closing, opening and adjusting of univents and similar equipment.
11. On a constant basis assesses equipment and readings to identify potential problems or issues needing attention.
12. Tests pool water for chemical content and clarity a minimum of 3 times per day and adds chemicals as necessary.
13. Maintains a daily log of all water tests.
14. Isolates any faulty device and takes appropriate measures for the continuation of school by repairing the device or obtaining qualified assistance when there is a problem.
15. Performs minor electrical repairs such as light switches, ballasts, wall receptacles, etc.
16. Performs duties within state and local code requirements.
17. Follows safe working procedures.
18. Cleans area after work is completed.
19. Performs snow removal duties as needed.
20. Performs duties during auditorium events as necessary.
21. Perform other duties as assigned.

Physical Requirements:

		NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				X
B.	Walking				X
C.	Sitting		X		
D.	Bending/Stooping				X
E.	Pushing/Pulling				X
F.	Reaching				X

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G.	Climbing/Stairs/Ladders			X	
H.	Driving		X		
I.	Lifting		Up to 100 lbs.		Up to 25 lbs.
J.	Carrying		Up to 100 lbs.		Up to 25 lbs.
K.	Manual Dexterity Tasks				
	Telephone		X		
	Computer		X		
	Other (equipment necessary to complete job duties)				X
L.	Working Conditions				
	Inside				X
	Outside			X	
	Extremes in temp/humidity		X		

Additional physical requirements: Work around machines with moving parts, moving objects or vehicles; exposure to gas, sewage, dampness, humidity, toxic chemicals, explosive environments and airborne dust; slippery or uneven walking surfaces; ability to move knobs, buttons or switches; ability/agility to climb ladders, stairs, scaffolding, ramps, stoop or kneel

Additional requirements: Successful completion of post-offer drug screening and physical as well as background check.

Terms of Employment: Twelve-month assignment per Board policy and administrative guidelines. Performance evaluated annually.

**Persons bidding on this position must discuss job requirements with building principal and Chuck Callaway or Marty Metcalf. Complete the job bid process by visiting:
<http://www.waterlooschools.org/hrs/afscme-job-openings>**

BIDS ARE DUE BY 4:30 ON THE CLOSING DATE.

CLOSING DATE: Monday, April 29th, 2019