



## CLASSIFICATION DESCRIPTION

**TITLE: Engineer IV**

<p><b><u>Title of Immediate Supervisor:</u></b> Facilities Management Supervisor/Building Principal</p>	<p><b><u>Department:</u></b> Building Operations</p>	<p><b><u>FLSA Status:</u></b> Non-Exempt</p>
<p><b><u>Accountable For (Job Titles):</u></b> Fireperson, Utilityperson, Custodian, and School Equipment Maintenance Mechanic</p>		<p><b><u>Pay Grade Assignment:</u></b> National Conference of Firemen and Oilers, Local No. 956, Pay Group 18</p>

<b>General Summary or Purpose Of Job:</b>
<p>The Engineer IV is responsibility for the overall operation, care and maintenance of assigned facility/facilities and identifies and directs maintenance and repair of facility equipment and systems. Positions assigned to this classification have responsibility for directing the work required to maintain and operate a middle school or high school building of 240,001 or more sq. ft., and may be assigned responsibility for coordinating repairs and staffing for several elementary buildings in addition to the primary assigned building. Other employees the Engineer IV directs for this purpose include School Equipment Maintenance Mechanic's, Firepersons, School Custodians and Utility Workers. The Engineer IV assumes lead responsibilities for the scheduling of work assignments, determining work priorities, coordinating special projects, and evaluations of other staff under the direction of the Engineer IV. Engineer IV does not have the authority to initiate other personnel actions such as hiring of staff, determining their pay or applying disciplinary actions.</p>

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	<p>Conducts needs assessments of daily staffing for assigned schools to assure adequate building coverage for custodial and operations services. Maintains database to record absences relating to vacations, illness, contract required pay changes, reassignment of licensed employees, and placement of hourly employees, confirmation of assigned overtime, and preparation and certification of biweekly payroll.</p>	Daily 20%



CLASSIFICATION DESCRIPTION

DRAFT 11/13/14

TITLE: Engineer IV

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
2.	<p>Directs building maintenance staff for the purpose of completing preventive-maintenance or building repairs/services. Coordinates and directs preventive and scheduled maintenance activities on equipment, motors, and fixtures, appliances (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within assigned buildings. Recognizes and or coordinates routine repairs and/or schedules and monitors the repairs made by vendors or other District staff. Coordinates the repair or servicing of kitchen equipment/freezers. Reports needs beyond the capabilities of School Equipment Maintenance Mechanics.</p>	<p>Daily 35%</p>
3.	<p>Directs and monitors staff activities and schedules for the cleaning, care, and maintenance of building facilities and grounds at high, middle or elementary schools assigned. Such direction in accordance with the standard procedures and guidelines established by property and Building operations Manager or the Building Principals. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed and evaluates the performance of staff.</p>	<p>Daily 15%</p>
4.	<p>Directs and or coordinates special building staffing during the days when students are not in attendance at school. Directs and or coordinates the efficient use and movement of a limited supply of cleaning equipment between assigned buildings. Prepares and monitors the custodial cleaning budgets. Monitors the use of products and the quality of cleaning to ensure that standards are met. Provides periodic supply and equipment training to custodial staff. Coordinates equitable and consistent staffing to all assigned sites.</p>	<p>Daily 10%</p>
5.	<p>Coordinates the daily opening of facilities; monitors and assures entries are clear of snow and ice during winter months; coordinates or performs required monitoring, documentation, inspection and repair of boilers.</p>	<p>Daily 10%</p>
6.	<p>Works closely with Building Operations personnel, Building Principal, and school staff on issues pertaining to building safety, security, scheduling issues, building code regulations capital projects, maintenance projects, custodial or set up needs.</p>	<p>Daily 10%</p>



CLASSIFICATION DESCRIPTION

DRAFT 11/13/14

TITLE: Engineer IV

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
7.	For the assigned buildings determines and decides the following needs: utilities, which include refuse removal, gas, oil and sewer, security. Examples of tasks performed in each of these areas include providing a yearly budget for services, assists in preparing bids and contracts for yearly service, coordinating and regulating summer on-call service, coordinating recycling service with all individual sites, monitoring recycling credits and transfers credits to individual sites and preparing and approving monthly billings, coordinating with vendors and the District to monitor usage and cost, providing information for the yearly energy report. Orders and purchases supplies, cleaning materials and equipment necessary to maintain building properly. Monitors and regulates spending to stay within building operations and maintenance budgets for assigned buildings. Documents, records or prepares fuel reports, work orders, staff timesheets, inspection sheets, safety procedures or other documentation/reports required.	As required
8.	Assigns staff or assists in the unloading of freight or food items. Assists in the delivery or storage of supplies.	As required
9.	Coordinates lawn care and snow removal services, assists in the preparation of requests for quote and bids and ensures quality of workmanship and certifies payments to outside contractors.	As required
10.	Monitors and responds as necessary to 24 hour security and other building system alerts and alarms, and communicates with supervisors and managers when district staff or vendors may be required for appropriate response to building intrusions, damage, failed systems, and emergencies.	As required
11.	Coordinates required monitoring, inspection and repair of boilers and pool equipment, related chemicals, and operating requirements.	As required
12.	Performs other duties of a comparable level or type.	As required



## CLASSIFICATION DESCRIPTION

DRAFT 11/13/14

### TITLE: Engineer IV

**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma and three years experience as an Engineer responsible for a smaller school or similar building or related experience directing the custodial and maintenance activities of a large facility; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of this classification level.

**Certification or Licensing Requirements** (prior to job entry):

First Class Boiler License in the State of Minnesota (Required)  
Certified Pool Operators License (preferred at job entry; required within 6 months of hire)  
Association for Facilities Engineering Certified Plant Supervisor (Preferred at job entry; required within 6 months of hire)

**Knowledge Requirements:**

Requires knowledge of:

- Basic fundamentals and operational principles involving combustion, mechanical, electrical and HVAC equipment and systems.
- Operational fundamentals of the equipment and supplies used in custodial and ground maintenance.
- General District administrative procedures, rules and guidelines pertaining to such areas as personnel, purchasing, contract services, safety and risk management.
- State laws and requirements governing licensing and operation of HVAC equipment and systems.
- State laws and health guidelines pertaining to the operation and maintenance of swimming pools.
- Fundamentals of leadership development, time management and effective communications skills.
- Preventative Maintenance, Work Flow-Planning and Scheduling, Computerized Maintenance, and Investment Returns.

**Skill Requirements:**

Skilled in:

- Leading, scheduling, planning, monitoring and evaluating the work of custodial and facility maintenance personnel.
- Operating and maintaining heating, cooling and ventilation equipment.
- Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment.
- Maintaining, monitoring and servicing swimming pools in accordance with regulations and standards.
- Use of hand and power tools.
- Performing custodial and ground maintenance functions.
- Maintaining administrative records and implementing administrative functions



CLASSIFICATION DESCRIPTION

TITLE: Engineer IV

DRAFT 11/13/14

**General Environmental Conditions:**

Work is typically performed indoors but the job does require some outdoor work in all types of weather conditions. Duties may involve work with chemicals, working with or around mechanical parts, and some exposure to disagreeable fumes or airborne particles.

**General Physical Conditions:**

Work can be generally characterized as:

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Physical Requirements:** Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
<b>Lift &amp; Carry:</b> Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.			√	
Up to 100 lbs.		√		
More than 100 lbs.		√		

**Vision Requirements:** Check box if relevant Yes    No

No special vision requirements		
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

**Job Classification History:**

Description revised by Kerry Leider 11/13/14