



Job Title: Building Engineer

Exemption Status/Test: Non-Exempt

Reports to: Supervisor of Building Trades

Date Revised: August 2014

Dept. /School: Maintenance

Primary Purpose:

Responsible for inspecting, replacing, and repairing any minor problems associated with the equipment in each high school.

Qualifications:

Education/Certification:

High school diploma or GED
Clear and valid Texas Driver's License

Experience:

Three (3) years general maintenance experience

Special Knowledge/Skills:

HVAC and boiler experience preferred
One year computer experience preferred (Vocational training will be considered)

Major Responsibilities and Duties:

1. Ability to follow instructions.
2. Ability to work in harmony with others.
3. Completes assignments in a timely and acceptable manner.
4. Assign and monitor tasks for Assistant Building Engineer.
5. Maintains an inventory of supplies, tools and equipment.
6. Performs daily inspections of building systems.
7. Performs preventive maintenance repairs.
8. Maintains and files logs of equipment operations.
9. Monitors water treatment system and maintains log reports.
10. Schedule and replace air filters.
11. Performs minor plumbing, electrical repairs and assists Plumbers and Electricians when needed.
12. Performs minor repairs to lockers, doors and related equipment.
13. Performs repairs to floor covering, tile and cove base.
14. Paint and repair wall surfaces.
15. Repairs tennis court screens, nets and fences.
16. Assists HVAC technician in repairs when needed.
17. Monitors sprinkler systems and condition of grass/shrubs.
18. Coordinates with contract service companies.
19. Miscellaneous duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment; may use small hand tools and power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.