



POSITION DESCRIPTION

JOB TITLE: SCHOOL ENGINEER II Job Class: 3505		
DATE Updated	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: Local 950		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Under the general supervision of the Director of Plant Operation is responsible for the uninterrupted and comfortable operation of the school plant, ensuring that standards of cleanliness, sanitation, safety and security are met. Also responsible for carrying out administrative tasks required to maintain and operate the plant to the required standards.		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Maintains the cleanliness of the building and grounds in all respects.
2. Ensures the proper instructional environment, including temperature, ventilation, and building safety.
3. Schedules all maintenance activities so as not to interfere with any extra curricular activities, and during normal duty hour makes the school and its facilities available as the principal directs.
4. Cooperates with staff and students to harmoniously achieve the purposes of the school.
5. Operates the heating and ventilating systems; maintains the plumbing and lighting systems, pools, lawns, parking lots, sports fields, and play areas.
6. Advises the central office at all times of repair and maintenance action required for plant equipment.
7. Issues written warnings to employees for poor attendance, poor work habits, and other problems. Keeps the Director of Plant Operation informed of incidents requiring disciplinary action.
8. Directs and trains assigned staff.

9. Carries out preventative maintenance as directed, and assists the trades in maintaining the plant.
10. Handles minor repairs within his resources.
11. Prepares work schedules and advises the Plant Operation office when replacements or extra help are required.
12. Arranges for physical requirements for permits, dances and other activities.
13. Supervises the efficient and proper use of custodial supplies, and maintains a system of stock control of all supplies.
14. Maintains preventative maintenance logs or other records as required.
15. Performs related duties as required for the daily operation of the school. Daily duties to include: Opens school, raises and lowers flag (where applicable); checks mechanical rooms to ensure heating ventilation-air conditioning, as applicable, are functioning properly, ensures that cleaning standards meet established requirements, meets with principal to review daily programs requiring custodial support, inspects school grounds and parking lots to ensure that they are free of hazards, damp mops or dusts mops hallways and stairs after students have entered classrooms, completes minor repairs and preventative maintenance as required, (lubricates motors, bearings, cleans fans, filters, etc.), sets up and breaks down lunch tables for the breakfast and noon lunch program, cleaning up after both programs, Sweeps hallways and stairs after students have returned to their classrooms, performs outside duties as required, i.e., grass cutting, pruning bushes, removing weeds, snow removal, salting walks, and general cleanup, carries out daily cleaning assignments as detailed by the Director of Plant Operation, reviews evening permit activities and passes necessary instructions to the evening shifts, handles miscellaneous duties to support the plant operation and functioning of the school.
16. Actively supports the MPS Strategic Plan.
17. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to

gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.