

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 09/1986
 LAST REVISION DATE 10/2006
 BAND & GRADE C-4-2-10

POSITION TITLE Assistant Engineer I

IMMEDIATE SUPERVISOR Chief Engineer

Job Summary (Basic Purpose of Position)

To assist in conducting a maintenance program and pool facility that will ensure a clean, comfortable and safe environment for staff, students and the general population of the entire district.

SUPERVISOR

EMPLOYEE

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

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?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1. Maintain all boilers and backup equipment in good repair throughout the district. Meet with State and insurance inspectors and respond to recommendations. 2. Perform preventative and corrective maintenance on all mechanical equipment (HVAC systems). 3. Perform preventative and corrective maintenance on all electrical equipment. (HVAC systems). 4. Call suppliers for best price for best equipment following all competitive quotation procedures .	B2 B2 B2 B2	D40% D40% W W		KNOWLEDGE OF: a. Boiler theory b. Electrical controls c. HVAC systems d. Pneumatic controls e. District policies f. Emergency procedures g. City, County, State and federal law enforcement procedures. h. Building security i. Security alarm systems j. Pool equipment ABILITY TO: a. Read blueprints	1. Boilers and backup equipment were kept in good condition and met all city, county, state, federal, manufacturer, and insurance standards. 2. Mechanical and all other plant equipment were kept in good repair and conform to all safety standards. 3. Preventative and corrective maintenance on electrical equipment was completed in an accurate and timely manner.

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5. Assist with the development of specifications for the bidding process.	B2	Varies		b. Plan c. Communicate d. Allocate	4. Competitive quotation procedures were correct and the best equipment was received for the best price.
6. Maintain preventative and corrective logs on mechanical and electrical equipment.	B2	W		e. Organize f. Control g. Direct	5. Preventative and corrective maintenance logs exist for mechanical equipment and are up-to-date and validated at all times.
7. Maintain fire sprinkler systems. Weighing and dating of all fire extinguishers.	B2	M		h. Relate effectively with others i. Analyze emergency situations	6. Fire extinguishers have an up-to-date log, recording the date the unit was weighed and by whom.
8. Develop and implement solutions for mechanical, electrical, and other plant engineering problems and emergencies.	C4	W		j. Correct emergency situations k. Direct the work of other maintenance staff as needed.	7. Mechanical engineering problems and emergencies have been solved in a timely and effective manner.
9. Cooperate with building supervisor for proper plant engineering maintenance and repair.	B2	W		SKILLS OF: a. Welding	8. There has been cooperation with building supervisor ensuring proper plant engineering maintenance and repair.
10. Coordinate work with outside contractors and monitor that the work is completed correctly.	C4	M		b. Calculator operation c. Operating engineering equipment	9. Work with outside contractors was coordinated and work was completed correctly.
11. Maintain wells and sewer systems.	B2	W		d. Vehicular operation e. Schematic reading	10. Wells, sewers, and sprinkler systems were maintained.
12. Responding to on call situations after hours; boiler problems, alarm problems, etc.	B2	Varies		f. Leadership g. Plumbing	11. Emergency situations regarding plant, pool, property, and personnel were handled in a timely and effective manner.
13. Complete and submit necessary paperwork and reports.	B2	W		h. Pool maintenance	
14. Assist and direct the work of all maintenance personnel, carry Chief Engineer C license and ability to assume chief engineer duties if situation arises.	C4	D5%			
15. Maintain certified pool operators license, to	B2	D15%			

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care for district pools, maintain equipment, order supplies, maintain records and respond to emergency situations. Meet with coaches, parents, and State and local inspectors.					Appropriate authorities and district personnel were notified of emergency situations, conditions, and corrections as necessary.
16. Maintain faucets, toilets, fountains, sinks, urinals, and general plumbing throughout the district.	B2	W			12. All required reports and logs were completed and on file when required or needed.
17. Repair and maintain school shop class tools and equipment.	B2	M			13. Appropriate licenses were maintained.
18. Direct and assist other maintenance personnel with operation and maintenance of mechanical equipment.	B2	Varies			14. Appropriate licenses were maintained.
19. Other duties as assigned by supervisor.	N/B				15. Plumbing was maintained. 16. Classroom tools and equipment were repaired and maintained as needed. 17. Direction and assistance was provided to other staff as needed. 18. Duties were completed as required by the supervisor.