

Position Title Engineer Assistant II Band/Grade C-4-1-9

Immediate Supervisor Chief Engineer

Job Summary (Basic Purpose of Position)

To assist in conducting maintenance that will ensure a clean, comfortable and safe environment for staff and students of the Middle School.

Watts
 Supervisor

John
 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, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
**Note: Remember to list each major job function prior to listing of routines, duties, skills and performance standards. Evidence will indicate that:					
1. Maintain all boilers and backup equipment in good repair.	C4	D45		1. Knowledge of:	1. Boilers and backup equipment are in good condition and meet all state and insurance standards.
2. Perform preventive and corrective maintenance on mechanical equipment.	C4	D45		a. Boiler theory	2. Mechanical and all other plant equipment is in good repair and conforms to all safety standards.
3. Perform preventive and corrective maintenance on electrical equipment.	C4	D10		b. Electrical controls	3. Electrical and all other plant equipment is in good repair and conforms to all safety standards.
4. Maintain preventive and corrective logs on mechanical and electrical equipment.	A1	D		c. Pneumatic controls	4. Preventive and corrective maintenance logs exist for mechanical and electrical equipment and they are up-to-date at all times.
5. Weigh and check guages on fire extinguishers in Middle School.	A1	M		d. District policies	5. Fire extinguishers have an up-to-date log recording, the date the unit was weighed and by whom.
6. Call suppliers and get price quotes for best buys available.	A1	D		e. Emergency procedures	6. Competitive quotation procedures are correct and the best buys are received.
7. Maintain sprinkler systems and water athletic fields and lawns.	B2	D		f. City and county law enforcement procedures	7. Wells and sprinkler systems are maintained and athletic fields are watered.
				g. Building Security	
				h. Security alarm system	
				2. Ability to:	
				a. Read blueprints	
				b. Plan	
				c. Communicate	
				d. Allocate	
				e. Organize	
				f. Control	
				g. Direct	
				h. Relate effectively with others	
				i. Analyze emergency situations	
				j. Correct emergency situations	

REG. ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
8. Work with outside contractors if work is to be jobbed out.	A1	M		3. Skills of: a. Welding b. Calculator operations c. Operating engineering equipment d. Vehicular operation e. Blueprint reading f. Schumatic reading	8. Work with outside contractors was coordinated.
9. Do some general welding and cutting with arc and acetylene welders.	C4	W			9. Welding and cutting is completed in a timely manner.
10. Set up equipment for special events.	A1	W			10. All equipment needed for events are set up in a timely manner.
11. Responding for on call situations after hours - boiler problems, bread ins, etc.	VARIES				11. Emergency situations regarding plant, property and personnel were handled in a timely and effective manner. Appropriate authorities and district personnel were notified.
12. Start up for day; unlock doors, turn on heating and ventilating equipment. Put up flag.	A1	D			12. All doors were unlocked, heat was on and flag was up.
13. Snow plowing during season.	A1				13. Snow plowing was done in a timely manner.
14. Do paper work such as daily work diaries, parts purchased and installed.	A1	D			14. Reports and other required paper work are completed and on file.
15. Work with swimming pools cleaning filters, recoating filters, testing water, changing chlorine bottles.	B2	W		15. Swimming pools have clean filters, filters are recoated, water is tested and chlorine bottles are changed.	