

**BEMIDJI AREA SCHOOLS**  
POSITION JOB DESCRIPTION

ORIGINATION DATE September 1, 1987  
LAST REVISION DATE January 5, 1998  
BAND & GRADE B-3-3-6

POSITION TITLE Assitant Engineer III

IMMEDIATE SUPERVISOR Chief Engineer

   
SUPERVISOR EMPLOYEE

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

Job Summary (Basic Purpose of Position)

To conduct maintenance that will ensure a clean, comfortable and safe environment for staff and students and the public.

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	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					
I. Maintenance of Mechanical Systems.  1.01. Operate and maintain boilers and external equipment.  1.02. Perform preventive and corrective maintenance on mechanical equipment.  1.03. Perform minor preventive and corrective maintenance on electrical equipment.  1.04. Maintain preventive and corrective logs on mechanical and electrical equipment.  1.05. Weigh and check gauges on fire extinguishers.  1.06. Do general welding and cutting with arc and acetylene welders. Design and fabricate special equipment and safety devices.  1.07. Set up equipment for special events.	B  B  A  A  A  B  A	D - 45  D - 45  D - 10  D  M  W  W		1. KNOWLEDGE OF: a. Boiler theory b. Electrical controls c. Pneumatic controls d. District policies e. Emergency procedures f. City and county law enforcement procedures g. Building security h. Security alarm system i. Education to service new control systems  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	1.01. Preventive and corrective boiler maintenance was performed and equipment was kept in good working condition meeting all state and insurance standards.  1.02. Preventive and corrective maintenance was performed on mechanical and other plant equipment, and all safety standards were met.  1.03. Preventive and corrective maintenance was performed, as directed on electrical equipment and was kept in good repair, conforming to all safety standards.  1.04. Preventive and corrective maintenance logs exist for mechanical and electrical equipment and they were up-to-date at all times.  1.05. Fire extinguishers have an up-to-date log, recording the date the unit was weighed and by whom.

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1.08. Responding for on call situations after hours - boiler problems, break ins, etc.	B	Varies		3. SKILLS OF: a. Welding b. Calculator operations c. Operating engineering equip. d. Vehicular operation e. Blueprint reading f. Schematic reading	1.07. All equipment needed for events was set up in a timely manner.
1.09. Start up for day; unlock doors, turn on heating and ventilating equipment. Put up flag.	A	D			1.08. Emergency situations regarding plant, property and personnel were handled in a timely and effective manner. Appropriate authorities and district personnel were notified.
1.10. Do routine work such as daily logs and parts requisitions.	A	D			1.09. All doors were unlocked, heat was turned on and flag was up.
1.11. Perform preventive and corrective maintenance on swimming pools; cleaning filters, recoating filters, testing water, changing chlorine bottles.	A	W			1.10. Reports and other required paper work were completed and on file.
1.12. Perform corrective maintenance by diagnosing problems, determining proper repair procedures, ordering replacement parts and completing repairs as needed on district wide floor care equipment.	A	D			1.11. Swimming pools had clean filters, and were recoated. Water was tested and chlorine bottles were changed.
1.13. Install and maintain emergency lights district wide.	A	M			1.12. Floor care equipment was serviced.
1.14. Operate facilities management system for monitoring and controlling building HVAC systems.	A	D			1.13. Emergency lights were maintained and tested properly.
1.15. Perform plumbing and other facility repairs as directed by the Chief Engineer.	A	D			1.14. Facilities management system was operated to monitor building HVAC systems.
				1.15. Assigned projects and repairs were completed in a timely and workman-like manner.	