

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE September 1986
 LAST REVISION DATE April 2013
 BAND & GRADE B-2-1-4

POSITION TITLE Custodial Engineer

IMMEDIATE SUPERVISOR Environmental Services Coordinator / Chief Engineer

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

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

To ensure cleanliness, safety and security of buildings and mechanical operations. Maintain a pleasant environment for faculty, staff, students and the public. Ensure on-going operation and maintenance of building HVAC systems.

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					
<p>1. Performs Routine Cleaning Tasks using standard cleaning procedures:</p> <ul style="list-style-type: none"> a. Clean and disinfect restrooms. b. Thorough cleaning of kitchen area, serving and cafeteria areas. c. Thorough cleaning of classrooms and offices. d. Thorough cleaning of corridors/entryways. e. Through cleaning of gymnasiums. f. Clean and disinfect locker/shower rooms. g. Vacuuming. h. Remove graffiti from all surfaces. i. Set up/clean up for athletic programs, special events as requested by school principal or supervisor. j. Thoroughly clean and maintain mechanical rooms and storage areas. k. Remove and properly dispose of garbage and recycling from building and immediate grounds area around the building. <p>2. Monitors Custodial Operations of building:</p> <ul style="list-style-type: none"> a. Compiles supply requisitions and orders supplies in a timely manner. 				<p>1. Knowledge of:</p> <ul style="list-style-type: none"> a. Applicable district policies. b. Applicable Minnesota Department of Health policies. c. Applicable Minnesota State Fire Code. d. Applicable State and Federal safety regulations. e. The use of cleaning chemicals and neutralizers. f. Proper cleaning procedures and trouble-shooting. g. School facilities h. Plumbing systems. i. Electrical systems. j. HVAC systems. k. Boiler systems. l. Painting techniques. m. Building mechanical equipment and preventative maintenance. n. Computers and related computer programs. 	<p>1. Routine Cleaning Tasks were performed using Standard Cleaning procedures:</p> <ul style="list-style-type: none"> a. Restrooms were cleaned and disinfected. b. Kitchen area, serving and cafeteria areas were cleaned and set up properly. c. Classrooms and offices were thoroughly cleaned. d. Corridor / entryway areas were clean properly. e. Gymnasiums were cleaned and maintained. f. Locker / shower rooms were cleaned and disinfected. g. All areas were vacuumed properly. h. All graffiti was removed and surfaces were protected using appropriate cleaning chemicals. i. Athletic programs and special events were properly set up and cleaned up as requested by school principal or supervisor.

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<p>b. Ensures the cleanliness of the building and outside of entrances during shift.</p> <p>c. Maintains records and reports required by department or district policies.</p> <p>d. Performs repair and upkeep of custodial equipment.</p> <p>e. Disseminates information received from district or department to custodians and substitute custodians in building.</p> <p>f. Contributes constructive information to substitutes.</p> <p>3. Performs Project Cleaning Tasks using standard cleaning procedures:</p> <p>a. Refinish all hard surface floors.</p> <p>b. Shampoo carpet areas.</p> <p>c. Refinish gymnasium floors.</p> <p>d. Classrooms, offices, restrooms and corridor areas are thoroughly cleaned.</p> <p>e. Assist with moving furniture and supplies between buildings and classrooms.</p> <p>4. Operate and Maintain buildings HVAC systems.</p> <p>a. Operate and maintain boilers.</p> <p>b. Perform daily inspections of all boiler safety equipment and keep accurate boiler logs in accordance with state and district policies.</p> <p>c. Perform preventative and corrective maintenance on all air handlers and air conditioning units.</p> <p>d. Operate and monitor HVAC control systems to maximize energy efficiency.</p> <p>e. Perform routine building checks on weekends and Holidays during the heating season.</p> <p>5. Performs Routine Building Maintenance Duties:</p> <p>a. Perform preventative maintenance tasks on all mechanical equipment as directed by equipment operational instructions or by</p>				<p>o. Fire alarm and security alarm systems.</p> <p>p. Classroom audio systems.</p> <p>q. Building Time / clock systems.</p> <p>2. Ability To:</p> <p>a. Cooperate with staff and relate to others.</p> <p>b. Analyze cleaning problems.</p> <p>c. Operate and maintain various cleaning machines.</p> <p>d. Operate and use small tools, ladders and power equipment.</p> <p>e. Paint various types of surfaces using appropriate paints and supplies.</p> <p>f. Operate and maintain lawn and trimming equipment.</p> <p>g. Identify problems with fire and security alarm systems.</p> <p>h. Take appropriate action when needed.</p> <p>i. Keep required records</p> <p>j. Operate computers.</p> <p>k. Promote good public relations between staff, students and the public.</p> <p>l. Identify fire and safety hazards.</p> <p>m. Register as an unlicensed electrical worker with the state of Minnesota.</p> <p>n. Actively substitute for engineering positions to achieve advancement.</p>	<p>j. Mechanical rooms and storage areas are properly cleaned and maintained.</p> <p>k. Garbage and recycling has been removed and properly disposed of from the building and immediate grounds area around the building.</p> <p>2. Custodial Operations of the building were Monitored:</p> <p>a. Supply requisitions and orders were compiled and submitted in a timely manner.</p> <p>b. Building and outside entry areas were monitored and cleaned when needed during shift.</p> <p>c. Records and reports required by the department or district policies were completed in a timely manner.</p> <p>d. Custodial equipment was maintained and repaired.</p> <p>e. Information was passed down to custodians and substitute custodians effectively.</p> <p>f. Constructive information was given to substitute custodians in an effective and professional manner.</p> <p>3. Project Cleaning was performed using standard cleaning procedures:</p> <p>a. All hard floor surfaces were properly refinished as scheduled.</p> <p>b. All carpet areas were shampooed properly and as scheduled.</p> <p>c. Gymnasiums were refinished and cleaned.</p> <p>d. Classrooms, offices, restrooms and corridor areas were thoroughly cleaned.</p> <p>e. Furniture and supplies were moved</p>
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<p>supervisor.</p> <ul style="list-style-type: none"> b. Maintain preventative and corrective maintenance records on mechanical and electrical equipment. c. Monitor and assure adequate supply of fuel and energy resources. d. Open necessary doors, turn on lights, hang and maintain flag. e. Perform corrective and preventative maintenance of minor plumbing fixtures; report major plumbing problems to supervisor. f. Perform minor electrical maintenance only; as directed by the master electrician. g. Re-lamp light fixtures. h. Performs minor repair of sheetrock walls. i. Paints interior and exterior surfaces where needed and as time allows. j. Minor repair and installation of furniture and furniture related fixtures. k. Perform minor installation and repair of classroom audio systems. l. Assist in repair or replacement of: clocks, telephones, detectors, or any other electronics as assigned by supervisor. m. Identify problems with fire, security, phone, network and audio equipment, relay information to District information technology personnel. n. Perform routine maintenance on locks, door closers and exit devices including; tightening, lubricating and adjustments. <p>6. Operate and Maintain grounds equipment:</p> <ul style="list-style-type: none"> a. Operate various sweepers and lawn equipment. b. Perform preventative maintenance of grounds keeping equipment as directed by equipment operational instructions or by supervisor. c. Routinely inspect grounds equipment, Report all repair and supply issues to 					<p>between buildings and classrooms in a timely manner.</p> <p>4. Building HVAC systems were operated and maintained properly:</p> <ul style="list-style-type: none"> a. Boilers were maintained and operated efficiently. b. Daily inspections of all boiler safety equipment was performed and accurate boiler logs were completed in accordance with state and district policies. c. Preventative and corrective maintenance was performed on all air handlers and air conditioning units. d. HVAC control systems were operated to ensure maximum energy efficiency. e. Routine building checks were performed on weekends and Holidays during the heating season. <p>5. Routine Building Maintenance Duties were performed:</p> <ul style="list-style-type: none"> a. Preventative maintenance tasks were performed on all mechanical equipment as directed by equipment operational instructions or by supervisor. b. Preventative and corrective maintenance records on Mechanical and electrical equipment was performed accurately and in a timely manner. c. Fuel and energy resources were monitored and adequately maintained. d. Doors were opened, lights were turned on and flag was hung and maintained regularly and in a timely manner.
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<p>supervisor in a timely manner.</p> <p>7. Performs Routine Grounds Maintenance Duties:</p> <ul style="list-style-type: none"> a. Performs snow removal for all sidewalks using provided equipment. b. Keep sidewalks free of Ice. c. Keep entries and fire exits clear of snow and hazards. d. Clear/remove garbage from grounds around building. e. Monitor and assist in maintenance and repair of irrigation systems. f. Assist with trimming, watering and mowing as needed. g. Performs graffiti removal from exterior surfaces. h. Inspect and clean roof drains in spring and fall, test heat tape prior to winter. i. Inspect and keep roof vents clear during winter months. <p>8. Performs Mandatory Safety Inspections and maintains required records of:</p> <ul style="list-style-type: none"> a. Emergency lights. b. Eye wash stations. c. Fire extinguishers. d. Fire doors / magnetic door holders. e. Fire alarm testing. f. Playgrounds. g. Ladder inspections. <p>9. Complies With Federal, State, Local and District Safety Regulations and Policies:</p> <ul style="list-style-type: none"> a. Complies with safety regulations. b. Complies with State fire code. c. Reports all safety violations and concerns to District Safety Manager. d. Attends training sessions. e. Follows chain of command in organization. f. Uses safe procedures and practices. 					<ul style="list-style-type: none"> e. Corrective and preventative maintenance of minor plumbing fixtures were completed; major plumbing problems were reported to supervisor properly and in a timely manner. f. Minor electrical maintenance was performed in a timely manner as directed by the master electrician. g. Light fixtures were re-lamped properly and in a timely manner. h. Minor repair of sheet rock walls were performed. i. Interior and exterior surfaces were painted properly using proper materials and supplies. j. Minor repair and installation of furniture and related fixtures were completed properly and in a timely manner. k. Minor installation and repair of classroom audio systems were completed properly and in a timely manner. l. Assisted in the repair or replacement of; clocks, telephones, detectors, or any other electronics as assigned by supervisor. m. Problems with fire, security, phone, network and audio equipment were identified and information was relayed to District information technology personnel in a timely manner. n. Performed routine maintenance on locks, door closers and exit devices including; tightening, lubricating and adjustments in a timely manner. <p>6. Grounds equipment was Operated and Maintained correctly:</p>
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<p>10. Performs additional work as assigned by supervisor:</p> <ul style="list-style-type: none"> a. Manage paperwork; initiate in process and resolve. b. Remain flexible and change plan as situation dictates. c. Be available as primary responders to intrusion and fire alarms. d. Aid Principal in securing areas in event of a lockdown or other emergency. e. Assist district maintenance staff as directed by supervisor. f. Actively substitutes for Engineers and Custodial Engineers as needed. g. Participates in District training programs. h. As assigned by supervisor. 					<ul style="list-style-type: none"> a. Properly operated riding sweepers and lawn equipment. b. Preventative maintenance of grounds keeping equipment was completed as directed by equipment operational instructions or by supervisor. c. Inspections were completed of all grounds equipment, reports were sent for all repair and supply issues to supervisor in a timely manner. <p>7. Routine Grounds Maintenance Duties were performed:</p> <ul style="list-style-type: none"> a. Snow removal for all sidewalks using provided equipment. b. Sidewalks were kept free of Ice. c. Entries and fire exits were kept clear of snow and hazards. d. Garbage from grounds and around building was removed in a timely manner. e. Irrigation systems were monitored and assistance and repairs were made in a professional and timely manner. f. All assigned trimming, watering and mowing was completed as needed. g. Graffiti removal from exterior surfaces was performed in a timely manner using appropriate chemicals as to not harm surface materials. h. Roof drains were inspected and cleaned in spring and fall; heat tape was tested and functioned properly. i. Roof vents were inspected and kept clear during winter months. <p>8. Safety Inspections and Required</p>
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					<p>Records were Maintained and Performed:</p> <ul style="list-style-type: none"> a. Emergency lights were checked and work properly. b. Eye wash stations were flushed and work properly. c. Fire extinguishers were inspected and cards are up to date. d. Fire doors / magnetic door holders were tested and work properly. e. Fire alarm testing took place as scheduled and records were kept in accordance to State fire code. f. Playgrounds were inspected and repairs were corrected or reported on promptly. g. Ladders were inspected and functioned properly. <p>9. Federal, State, Local and District Safety Regulations and Policies were complied with:</p> <ul style="list-style-type: none"> a. Complied with safety regulations. b. Complied with State fire code. c. Reported all safety violations and concerns to District Safety Manager in a timely manner. d. Attended training sessions. e. Followed chain of command in organization. f. Used safe procedures and practices. <p>10. Performed additional work as assigned by supervisor:</p> <ul style="list-style-type: none"> a. Managed paperwork; initiated in process and resolve. b. Remained flexible and changed plan as situation dictated. c. Was available as primary responder to intrusion and fire alarms. d. Aided Principal in securing areas in
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					event of a lockdown or other emergency. e. Assisted district maintenance staff as directed by supervisor. f. Actively substituted for Engineers and Custodial Engineers as needed. g. Participated in District training programs. h. Completed all additional assignments as assigned by supervisor.
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MINIMUM QUALIFICATIONS: State of Minnesota 2nd Class C Boiler Operators License.

PREFERRED QUALIFICATIONS: State of Minnesota 1st Class or Chief Boiler Operators License.