

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 9-1-1987
 LAST REVISION DATE 1-5-1998
 BAND & GRADE B-3-3-6

POSITION TITLE Engineer Assistant III

IMMEDIATE SUPERVISOR Chief Engineer

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.

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					
1.00 Maintenance of Mechanical Systems.				1. Knowledge of:	
1.01 Operate and maintain boilers and external equipment.	B	D45		a. Boiler theory	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 Perform preventive and corrective maintenance on mechanical equipment.	B	D45		b. Electrical Controls	
1.03 Perform minor preventive and corrective maintenance on electrical equipment.	A	D10		c. Pneumatic controls	1.02 Preventive and corrective maintenance was performed on mechanical and other plant equipment, and all safety standards were met.
1.04 Maintain preventive and corrective logs on mechanical and electrical equipment.	A	D		d. District policies	
1.05 Weigh and check gauges on fire extinguishers.	A	M		e. Emergency procedures	1.03 Preventive and corrective maintenance was performed, as directed on electrical equipment and was kept in good repair, conforming to all safety standards.
1.06 Do general welding and cutting with arc and acetylene welders. Design and fabricate special equipment and safety devices.	B	W		f. City and county law enforcement procedures	1.04 Preventive and corrective maintenance logs exist for mechanical and electrical equipment and they were up-to-date at all times.
1.07 Set up equipment for special events.	A	W		g. Building security	
1.08 Responding for on call situations after hours – boiler problems, break ins, etc.	B	VARIES		h. Security alarm system	1.05 Fire extinguishers have an up-to-date log, recording the date the unit was weighed and by whom.
1.09 Start up for day; unlocks doors, turn on	A	D		i. Education to service new control systems.	1.06 Welding and cutting is projects are
				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 situation	

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heating and ventilating equipment. Put up flag.				j. Correct emergency situations	completed in a timely manner.
1.10 Do routine work such as daily logs and parts requisitions.	A	D		3. Skills of:	1.07 All equipment needed for events was set up in a timely manner.
1.11 Perform preventative and corrective maintenance on swimming pools; cleaning filters, recoating filters, testing water, changing chlorine bottles.	A	W		a. Welding	1.08 Emergency situations regarding plant, property and personnel were handled in a timely and effective manner. Appropriate authorities and district personnel were notified.
1.12 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		b. Calculator operations	1.09 All doors were unlocked, heat was turned on and flag was up.
1.13 Install and maintain emergency lights district wide.	A	M		c. Operating engineering equipment	1.10 Reports and other required paperwork were completed and on file.
1.14 Operate facilities management system for monitoring and controlling building HVAC systems.	A	D		d. Vehicular operation	1.11 Swimming pools had clean filters and were recoated. Water was tested and chlorine bottles were changed.
1.15 Perform plumbing and other facility repairs as directed by the Chief Engineer.	A	D		e. Blueprint reading	1.12 Floor care equipment was serviced.
				f. Schematic reading	1.13 Emergency lights were maintained and tested properly.
					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.