

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 1988
 LAST REVISION DATE April 29, 2008
 BAND & GRADE C 51 12

POSITION TITLE Supervisor / Chief Engineer

IMMEDIATE SUPERVISOR Environmental Services Coordinator

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. To maintain a pleasant environment for faculty, staff, students and the public.

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?
OTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p>1. Supervise, train and evaluate assigned staff.</p> <ul style="list-style-type: none"> a. Complete performance evaluations. b. Develop preventative maintenance schedules on all mechanical equipment in accordance with equipment operational instructions. c. Motivate and encourage employee growth and development. d. Develop and implement strategies for employee growth and development. e. Conduct in-service and training activities. f. Interview and select personnel for vacant positions. g. Work with staff to insure proper plant engineering and maintenance repair. <p>2. Maintain HVAC and mechanical systems.</p> <ul style="list-style-type: none"> a. Supervise safe operation and maintenance of all district boilers, ensuring that all boilers and backup equipment are in good repair. 	C-4			<p>1. Knowledge of:</p> <ul style="list-style-type: none"> a. Applicable district policies. b. School facilities. c. Applicable Minnesota Department of Health policies. d. Applicable Minnesota Fire Code. e. Applicable State and Federal safety regulations. f. Building codes. g. Plumbing codes. h. Electrical codes. i. Pneumatic and electronic control systems. j. Energy conservation and consumption. k. Plumbing systems. l. Electrical systems. m. HVAC systems. n. Boiler systems. o. Building mechanical equipment and preventative maintenance. 	<p>1. Assigned staff were supervised, trained, and evaluated.</p> <ul style="list-style-type: none"> a. Performance evaluations were completed. b. Preventative maintenance schedules were developed for all mechanical equipment. c. Employees were encouraged to develop and grow. d. Strategies were developed and implemented for employee growth and development. e. Appropriate in-service and training activities were conducted. f. Personnel were interviewed and selected for vacant positions. g. Working with staff, proper plant engineering and maintenance repairs were completed. <p>2. HVAC and mechanical systems were maintained.</p>

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

<ul style="list-style-type: none"> b. Perform inspections of all boiler safety equipment ensuring boiler logs are kept in accordance with state and district policies. c. Maintain preventative and corrective maintenance records on all mechanical and electrical equipment. d. Supervise and monitor HVAC control systems to maximize energy efficiency. e. Schedule and monitor routine boiler checks. f. Perform minor electrical maintenance only; including repair or replacement of worn or defective parts of electrical equipment and replacement of defective receptacle outlets and lighting control switches. g. Perform and schedule corrective and preventative maintenance of district plumbing systems. h. Monitor and assure adequate supply of fuel and energy resources for all buildings. i. Complete and maintain necessary reports related to engineering services including but not limited to energy consumption and conservation. j. Identify problems with fire, security, phone, network and audio equipment, relay information to district information technology personnel. k. Assist grounds personnel in maintaining wells and sprinkler systems. 	C-4			<ul style="list-style-type: none"> p. Computers and related computer programs. q. Fire alarm and security alarm systems. r. City and county law enforcement procedures. s. Building security systems. <p>2. Ability To:</p> <ul style="list-style-type: none"> a. Supervise, cooperate with and relate to others. b. Take appropriate action when needed. c. Analyze and plan efficiently. d. Organize, motivate and direct employees. e. Conduct group processes and activities. f. Allocate resources. g. Analyze and correct emergency situations. h. Operate a computer i. Keep required records. j. Promote good public relations between staff, students and the public. k. Identify fire and safety hazards. l. Register as an unlicensed electrical worker with the state of Minnesota. 	<ul style="list-style-type: none"> a. Safe operations and maintenance of all district boilers and all boilers and backup equipment are in good repair. b. Inspections were performed on all boiler safety equipment ensuring accurate boiler logs were kept in accordance with state and district policies. c. Preventative and corrective maintenance records were kept on all mechanical and electrical equipment. d. HVAC control systems were supervised to maximize energy efficiency. e. Routine boiler checks were scheduled and monitored. f. Minor electrical maintenance was completed in a timely manner. g. Corrective and preventative maintenance of district plumbing systems was performed. h. Fuel and energy resources were monitored and adequately maintained. i. Reports related to engineering services, including but not limited to, energy consumption and conservation were completed and maintained. j. Problems with fire, security, phone, network and audio equipment were identified and information was relayed to district information technology personnel in a timely manner. k. Grounds personnel were assisted in maintaining wells and sprinkler systems.
<p>3. Perform annual inspection of facilities, develop and submit summer project lists and capitol project recommendations:</p> <ul style="list-style-type: none"> a. Calculate estimates for repairs and submit information to Coordinator. b. Follow specifications, procedures and prepare summaries for competitive quoting. c. Hire and monitor contractors for projects as needed or required. d. Submit budget requirements for engineering related needs. 	C-4			<p>3. Skill in:</p> <ul style="list-style-type: none"> a. Operation and use of small tools, ladders and power equipment. b. Operation of engineering equipment. c. Reading blueprints and schematics. d. Welding. 	<p>3. Annual inspections of facilities were performed; summer project lists and capitol project recommendations were developed and submitted.</p> <ul style="list-style-type: none"> a. Estimates for repairs were calculated and submitted in a timely manner.

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>4. Contract services for maintenance inspections of:</p> <ol style="list-style-type: none"> Annual backflow preventers. Monthly elevator inspections. Annual fire sprinkler systems. Annual boiler and pressurized vessels. Annual manned lift systems. <p>5. Work in conjunction with district custodial staff to ensure:</p> <ol style="list-style-type: none"> Efficient scheduling between custodial and maintenance duties. Recruiting and training of custodial personnel. Employee participation in custodial training programs. Employees follow proper custodial practices and procedures. Custodial parts and supplies are ordered and maintained efficiently. Custodial equipment is repaired in a timely manner. <p>6. Work in conjunction with district Health and Safety Manager to schedule mandatory safety inspections:</p> <ol style="list-style-type: none"> Emergency lights. Eye wash stations. Fire extinguishers. Fire doors / magnetic door holders. Fire alarm testing. Playgrounds. Ladder inspections. Employee participation in mandatory health and safety training programs. <p>7. Comply with federal, state, local and district safety regulations and policies:</p> <ol style="list-style-type: none"> Complies with safety regulations. Complies with State fire code. Reports all safety violations and concerns to appropriate staff. 	<p>C-4</p> <p>B</p> <p>C-4</p>			<p>e. Operate a motor vehicle.</p>	<ol style="list-style-type: none"> Summaries were prepared and specifications and procedures were followed for competitive quoting. Contractors were hired and monitored for projects as needed. Budget requirements for engineering related needs were submitted. <p>4. Maintenance inspections were contracted for:</p> <ol style="list-style-type: none"> Annual backflow preventers. Monthly elevator inspections. Annual fire sprinkler systems. Annual boiler and pressurized vessels. Annual manned lift systems. <p>5. Worked in conjunction with district custodial staff to ensure:</p> <ol style="list-style-type: none"> Scheduling between custodial and maintenance duties ran efficiently. Custodial personnel were recruited and trained. Employees participated in custodial training programs. Employees followed proper custodial practices and procedures. Custodial parts and supplies were ordered and maintained efficiently. Custodial equipment was repaired in a timely manner. <p>6. Worked in conjunction with district Health and Safety Manager; scheduling mandatory safety inspections:</p> <ol style="list-style-type: none"> Emergency lights. Eye wash stations. Fire extinguishers. Fire doors/magnetic door holders. Fire alarm testing. Playgrounds. Ladder inspections.
--	--------------------------------	--	--	------------------------------------	--

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

<ul style="list-style-type: none"> d. Attends work schedule meetings. e. Attends training sessions. f. Follows chain of command in organization. g. Uses and promotes safe procedures and practices. <p>8. Performs additional work as assigned by supervisor:</p> <ul style="list-style-type: none"> a. Manage paperwork; initiate in process and resolve. b. Produce solutions for mechanical, electrical and other plant engineering problems and emergencies. c. Remain flexible and change plan as situation dictates. d. Be available as primary responder to intrusion and fire alarms. e. Participates in District training programs. f. Supervise assigned summer work crew. g. As assigned by supervisor. 	C-4				<ul style="list-style-type: none"> h. Employees participated in mandatory health and safety training programs. <p>7. Complied with federal, state, local and district safety regulations and policies:</p> <ul style="list-style-type: none"> b. Complied with safety regulations. c. Complied with state fire code. d. Reported all safety violations and concerns in a timely manner. e. Attended work schedule meetings. f. Followed chain of command in organization. g. Used safe procedures and practices. <p>9. Performed additional work as assigned by supervisor:</p> <ul style="list-style-type: none"> a. Managed paperwork; initiated in process and resolve. b. Produced solutions for mechanical, electrical and other engineering problems and emergencies. c. Remained flexible and changed plan as situation dictated. d. Was available as primary responder to intrusion and fire alarms. e. Participated in district training programs. f. Completed all additional assignments as assigned by supervisor.
---	-----	--	--	--	---

MINIMUM QUALIFICATIONS: State of Minnesota "Class C" Chief Boiler Operators License.