



**POSITION DESCRIPTION  
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> District Engineer	<b>Department:</b> Activities/Facilities	<b>Bargaining Unit:</b>
<b>Immediate Supervisor:</b> Director of Athletics, Activities and Facilities	<b>Comparable Worth Rank:</b>	<b>FLSA Status:</b> Non-Exempt

**Job Summary:**

Under the direction of the Director of Athletics, Activities and Facilities, the District Engineer is responsible for coordinating and leading the operations and staff of the department engaged in the care, maintenance and repair of district facilities and grounds. Duties include leading and coordinating the activities of staff; scheduling projects and assigning work orders; monitoring and maintaining HVAC systems and operations; monitoring maintenance activities to assure safety procedures and serving on the Health & Safety Committee.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides leadership and coordination of the building custodial/maintenance staff; determines and identifies building custodial and maintenance needs.
  - a) Schedules work routines for custodians.
  - b) Assigns work orders and monitors work activities.
  - c) Trains new staff in the performance of various duties or activities.
  - d) Inspects facilities to ensure cleanliness, safety and security.
  - e) Checks HVAC, boilers, building security and other building systems to ensure safe and proper operation.
  - f) Identifies and reports problems and suggests improvements and facility needs.
  - g) Coordinates, informs, and/or ensures the set up and tear down of special events or needs within the building.
- Schedules and monitors projects performed by outside contractors in District buildings. Assists in the formulation and submittals of project proposals. Collaborates and works with consultants regarding safety issues, building inspections, or hazardous waste pick-ups.
- Monitors District event schedules and makes sure HVAC is scheduled and set up to assure the comfort of the public and staff. Works with and communicates with building staff concerning daily set up events or other issues that may require their attention. Inspects building to assure compliance with fire codes.
- Performs and/or assists custodial staff in the conduct of building maintenance repairs and assists in maintaining damaged equipment.
- Serves on the District’s Health and Safety Committee to assure a safe work place.
- Monitors, schedules and coordinates ground maintenance activities.
- Makes recommendations to the Director of Athletics Activities and Facilities and building administrators regarding

building needs, concerns, issues and recommendations.

- Performs other duties of a comparable level or type, as required.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		Vocational training
	High school diploma or GED.		<b>Major field of study or degree emphasis:</b>  Building trades
	1 year college	x 2 years college	
	3 years college	4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Applicable laws, rules, codes and guidelines pertaining to right-to-know and custodial/facility operations.</li> <li>• Safety/security precautions applicable to trade.</li> <li>• Preventive maintenance practices.</li> <li>• Fundamentals and procedures of HVAC operation, equipment, repair and maintenance.</li> <li>• Application, use and proper storage of all chemicals used in performance of the job.</li> <li>• Fundamental principles and general repair and maintenance procedures in such areas as mechanical, electrical, steam, air system, carpentry, masonry and/or plumbing.</li> <li>• Cleaning techniques and materials.</li> <li>• Building structures and maintenance functions required to operate systems efficiently at minimal cost.</li> </ul>
	2nd year graduate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Requires a minimum of 3 years building maintenance and repair experience and some lead experience.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Requires a MN driver's license or evidence of equivalent mobility. Certified Pool Operator's License, a Certified Unlicensed Electrician designation.	
<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS :</b>			
	<b>Titles of Positions Directly Supervised</b>		<b># of Employees</b>
	<b>TOTAL</b>		
<b>INDIRECT SUPERVISION:</b>			
<b>Number of employees indirectly supervised:</b>			<b>Total:</b>  11



**ESSENTIAL SKILLS  
REQUIRED TO  
PERFORM THE  
WORK****Skilled in:**

- Establishing and maintaining effective working relationships with employees, supervisors, department head, building administrators and building staff.
- Organizing and maintaining maintenance/custodial records and documents.
- Coordinating, planning, delegating, and monitoring the activities for custodial and maintenance personnel within the District.
- Performing custodial, cleaning and grounds duties and responsibilities.
- Planning, scheduling, prioritizing, and organizing tasks and functions for staff.
- Ability to work independently with minimal supervision.
- Computer skills in operating of computer software, HVAC systems and applications used in performance of the job.
- Using hand and power tools applicable to trade.
- Using appropriate tools and diagnostic equipment to test, repair, or replace equipment.
- Troubleshooting facilities equipment and systems within the building.
- Reading, understanding, and following safety procedures.
- Performing facility scheduled preventive maintenance and general repairs.
- Implementing and monitoring preventive maintenance and safety programs.

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk			X		Up to 25 lbs		X		
Sit			X		Up to 50 lbs		X		
Use hands to finger, handle or feel		X			Up to 100 lbs		X		
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear			X						
Taste or smell		X							

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Medium Heavy Work:**

Exerting up to 100 pounds of force occasionally and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job . Team lifting up to 100 lbs or more.

**HAZARDOUS WORKING  
CONDITIONS****Unusual or hazardous working conditions related to performance of duties:**

Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Electrical shocks and potential injury from moving parts/mechanical systems.

The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment or safety procedures in the use and operation and use of equipment. Duties involve

#### SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**  
Prepared 4/2015 by BCC