



EMPLOYEE NAME: _____

Revised: 3/87; 4/87; 4/88; 4/89; 9/91; 11/91; 8/92; 11/92;
3/93; 5/93; 11/94; 2/97; 4/04; 1/08; 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Building Engineer	JOB CODE: 456E
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Maintenance Services	WORK DAYS: 258
REPORTS TO: Supervisor, Maintenance Services	PAY GRADE: Rank E (NW05)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Supports Maintenance Supervisor by serving as the primary liaison between high school staff, vendors servicing the school and Maintenance Services; performs assigned preventive and demand maintenance, as well as installation work at assigned schools.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Valid Georgia driver's license
3.	Experience: Minimum of 3 years in building maintenance trades.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities ; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances.
5.	Knowledge, Skills, & Abilities: Written and oral communication; HVAC systems, electrical, plumbing, carpentry, ceiling tile, glazier, custodial equipment, roofing, floors, kitchen and special equipment; computer skills; organizational skills.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Promotes good relations and displays a positive image with customers, the public and peers.
3.	Operates tools, county vehicles and equipment correctly and safely.
4.	Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner.
5.	Maintains the proper parts inventory on premises to meet the majority of assigned maintenance work requests. Returns parts overages to inventory in a timely manner.
6.	Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage.
7.	Plans, stages and completes the cleaning, inspection, preventive and demand maintenance as well as the installation, of all types of equipment.
8.	Initiates and completes assigned projects in a timely and accurate manner.
9.	Reads blue prints, schematics and building plans.
10.	Recommends types of equipment and supplies for purchase.
11.	Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____