



Second Shift Engineer I

FLSA Classification

Non-Exempt

Pay Grade

National Conference of Fireman and Oilers, Local 956, Pay Group 5A

Reports to

Building Engineer/Supervisor of Operations/Manager of Facilities

Accountable for (Job Titles)

School Custodian I/II/III

Summary

Under general supervision, performs maintenance and cleaning tasks and operation of various types of cleaning equipment to care for and maintain school facilities and district properties, performs basic building maintenance and performs related work as required. In addition, a Second Shift Engineer I, under the direction of the Building Engineer, and with supervision from a Facilities Management Supervisor, a Second Shift Engineer I assists school custodian I/II/III's in their use of equipment and follows up on completion of regular task assignments as directed by building Engineer or Facilities Management Supervisor. The Second Shift Engineer I monitors evening activities in the building and assists in monitoring the conduct of students and adults in and around the building. Also coordinates with building Engineer, principal, community education coordinators, activity directors and activity site managers regarding setups, occupancy times and special needs or concerns. Communicates with building Engineer and supervisors when there are recognized heating and ventilation issues affecting activities or occupancy comfort; responds to and reports emergency situations and equipment failures and alarms. Responsible for clearing the building of occupants and arming security systems after perimeter checks are complete. Has knowledge and ability to create and remove override entries in building access control system. May substitute for Building Engineers during temporary absences.

Essential functions

- ☐ Vacuum, sweep and/or dust-mop floors in classrooms, hallways, cafeterias and other areas; empty trash containers and pencil sharpeners, and remove and replace trash liners in trash containers.
- ☐ Wet mop cafeteria, kitchen, and bathrooms; clean and sanitize sink, fountains, fixtures, mirrors and floor drains; replace hand soap, paper towels and toilet paper; sanitize locker rooms, and showers.
- ☐ Spot mop classrooms, halls, stairs, restrooms, entryways, kitchen, and cafeteria; sanitize locker rooms, showers and other areas as needed to maintain clean and safe walking surfaces.
- ☐ Close building for daily operations; ensure building and grounds are safe and secure.

- ☐ Cleans rooms, halls and stairways; remove marks, stains, and gum from floors, walls, ceilings, fixtures and furnishings; clean indoor and outdoor glass; dust all areas; replace burned out light bulbs; tightens and replaces fasteners on door hinges, cabinet doors, drawer glides, replaces furniture parts and similar duties.
- ☐ Remove furnishings, strip and refinish floors; buff; scrub; clean furniture; sweep, shovel or blow snow from sidewalks; sand and salt sidewalks and parking lots; water outdoor plants and mow and trim lawns.
- ☐ Perform stripping and refinishing floors, shampooing carpets, cleaning furniture, cleaning walls and staircases. Set-up and tear down and move furnishings and equipment as needed.
- ☐ Performs basic building maintenance and repairs and performs other duties of comparable level as required and assigned.

Minimum Qualifications

- ☐ Requires a minimum of a high school diploma or GED
- ☐ One year of experience
- ☐ Or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements

- ☐ Second Class C Boilers License in the State of Minnesota

Knowledge Requirements

- ☐ Cleaning standards.
- ☐ Cleaning methods.
- ☐ Cleaning chemicals.
- ☐ Time management.
- ☐ Effective communications
- ☐ Basic boiler operation
- ☐ Basic knowledge of standard tools, methods and practices involved in building maintenance.

Skill Requirements

- ☐ Use and care of floor cleaning equipment.
- ☐ Task prioritization.
- ☐ Operation of janitorial and grounds keeping equipment (e.g., floor scrubbers, snow blowers, lawn tractors with blower attachments).
- ☐ Operation of personal computers, including related to building access and lighting control.
- ☐ Operation of hand and power tools.
- ☐ Oral and written communications.
- ☐ Has the ability to coordinate and assist the work of custodian II as directed by building engineer or facilities management supervisor.
- ☐ Written and verbal communication and relationship skills to efficiently and effectively perform essential duties.

Work environment

Work is performed under various conditions and there are risks associated with slippery and elevated surfaces, electrical equipment, and cleaning and maintenance chemicals, airborne particles, vibration, and outdoor weather conditions associated with the work.

Physical demands

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell				√
Lift & Carry: Up to 10 lbs.				√
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.	√			

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements		
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

Job Classification History:

Classification by Kerry M. Leider 07.19.16

Approved by Duluth Civil Service Board on 08/02/2016. Revised by Human Resources 2/2021

CLASSIFICATION DESCRIPTION

Maintenance Custodian

<u>Title of Immediate Supervisor:</u> Facilities Management Supervisor	<u>Department:</u> Building Operations	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles): School Custodian II</u>		<u>Pay Grade Assignment:</u> National Conference of Firemen and Oilers, Local 956, Pay Group 5a

General Summary or Purpose of Job:
<p>Under general supervision, performs maintenance and cleaning tasks and operation of various types of cleaning equipment to care for and maintain school facilities and district properties, performs basic building maintenance and performs related work as required. In addition, a Maintenance Custodian, under the direction of the Building Engineer, and with supervision from a Facilities Management Supervisor, a Maintenance Custodian assists school custodian II's in their use of equipment, and follows up on completion of regular task assignments as directed by building Engineer or Facilities Management Supervisor. The Maintenance Custodian monitors evening activities in the building and assists in monitoring the conduct of students and adults in and around the building. Also coordinates with building Engineer, principal, community education coordinators, activity directors and activity site managers regarding setups, occupancy times and special needs or concerns. Communicates with building Engineer and supervisors when there are recognized heating and ventilation issues affecting activities or occupancy comfort; responds to and reports emergency situations and equipment failures and alarms. Responsible for clearing the building of occupants and arming security systems after perimeter checks are complete. Has knowledge and ability to create and remove override entries in building access control system. May substitute for Building Engineers during temporary absences.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Vacuum, sweep and/or dust-mop floors in classrooms, hallways, cafeterias and other areas; empty trash containers and pencil sharpeners, and remove and replace trash liners in trash containers.	Daily 30%
2.	Wet mop cafeteria, kitchen, and bathrooms; clean and sanitize sink, fountains, fixtures, mirrors and floor drains; replace hand soap, paper towels and toilet paper; sanitize locker rooms, and showers.	Daily 20%
3.	Spot mop classrooms, halls, stairs, restrooms, entryways, kitchen, and cafeteria; sanitize locker rooms, showers and other areas as needed to maintain clean and safe walking surfaces.	Daily 15%
4.	Close building for daily operations; ensure building and grounds are safe and secure.	Daily 5%

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5.	Cleans rooms, halls and stairways; remove marks, stains, and gum from floors, walls, ceilings, fixtures and furnishings; clean indoor and outdoor glass; dust all areas; replace burned out light bulbs; tightens and replaces fasteners on door hinges, cabinet doors, drawer glides, replaces furniture parts and similar duties.	Varies 15%
6.	Remove furnishings, strip and refinish floors; buff; scrub; clean furniture; sweep, shovel or blow snow from sidewalks; sand and salt sidewalks and parking lots; water outdoor plants and mow and trim lawns.	Varies 10%
7.	Perform stripping and refinishing floors, shampooing carpets, cleaning furniture, cleaning walls and staircases. Set-up and tear down and move furnishings and equipment as needed.	As required 5%
8.	Performs basic building maintenance and repairs, and performs other duties of comparable level as required and assigned.	As Required

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or GED and one year of experience; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work as determined by the employer.

Certification or Licensing Requirements (prior to job entry):

Special Boiler License and Second Class C Boiler License after one year.

Knowledge Requirements:

Requires knowledge of:

- Cleaning standards.
- Cleaning methods.
- Cleaning chemicals.
- Time management.
- Effective communications
- Basic boiler operation
- Basic knowledge of standard tools, methods and practices involved in building maintenance.

Skill Requirements:

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Skilled in:

- ☐ Use and care of floor cleaning equipment.
- ☐ Task prioritization.
- ☐ Operation of janitorial and grounds keeping equipment (e.g., floor scrubbers, snow blowers, lawn tractors with blower attachments).
- ☐ Operation of personal computers, including related to building access and lighting control.
- ☐ Operation of hand and power tools.
- ☐ Oral and written communications.
- ☐ Has the ability to coordinate and assist the work of custodian II as directed by building engineer or facilities management supervisor.
- ☐ Written and verbal communication and relationship skills to efficiently and effectively perform essential duties.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell				√
Lift & Carry: Up to 10 lbs.				√
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.	√			

General Environmental Conditions:

Work is performed under various conditions and there are risks associated with slippery and elevated surfaces, electrical equipment, and cleaning and maintenance chemicals, airborne particles, vibration, and outdoor weather conditions associated with the work.

General Physical Conditions:

Work can be generally characterized as:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Vision Requirements: Check box if relevant

Yes

No

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No special vision requirements		
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	
<u>Job Classification History:</u> Classification by Kerry M. Leider 07.19.16 Approved by Duluth Civil Service Board on 08/02/2016.		