



## **Second Shift Engineer II**

### **FLSA Classification**

Non-Exempt

### **Pay Grade**

National Conference of Fireman and Oilers, Local 956, Pay Group 12

### **Reports to**

Building Engineer/Supervisor of Operations/Manager of Facilities

### **Accountable for (Job Titles)**

Pool Custodian, School Custodian I/II/III

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### **Summary**

To operate and maintain a low-pressure heating system and a natatorium. To perform mechanical installations, repairs and custodial work.

### **Essential functions**

- ☐ Operate and maintain low pressure heating system; operate, maintain and repair a variety of heating and ventilation equipment.
- ☐ Assist with various custodial tasks including floor care, sanitation, trash and snow removal, stadium set-up and equipment transport.
- ☐ Oversee nightly operations of the building; coordinate with building principal and various faculty and staff regarding access, heating and ventilation needs for evening activities; assist in monitoring the conduct of students and adults in and around the building.
- ☐ Operate and maintain natatorium; clean pool and maintain related equipment; test and maintain proper chemical balances.
- ☐ Open and close building for daily operations; ensure building and grounds are safe and secure.
- ☐ Direct night custodians.
- ☐ In the absence of the Building Engineer, order supplies, conduct building inspections and interface with principals, faculty and staff on facility maintenance problems as they arise.
- ☐ Performs other duties of a comparable level or type.

### **Minimum Qualifications**

- ☐ Requires a minimum of a high school diploma or GED
- ☐ Two years of relevant experience in HVAC, plumbing and electrical maintenance and repair
- ☐ Or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

### **Certification or Licensing Requirements**

- ☐ First Class C Boilers License in the State of Minnesota
- ☐ Certified Pool Operator License

### **Knowledge Requirements**

- ☐ Knowledge of operation, maintenance and repair of low-pressure boilers, pumps, and various heating and ventilation equipment.
- ☐ Knowledge of operation, maintenance and repair of natatorium systems.
- ☐ Lawn and turf care materials and techniques.
- ☐ Knowledge of basic carpentry, plumbing and electrical maintenance techniques.
- ☐ OSHA safety rules and safe working practices.

### **Skill Requirements**

- ☐ Operation and maintenance of heating and ventilation equipment.
- ☐ Operation of hand and power tools.
- ☐ Operation of personal computers.
- ☐ Use of energy management, word processing and electronic spreadsheet software applications.
- ☐ Overseeing, directing, leading and assigning work to custodial workers.
- ☐ Oral and written communications.

### **Work environment**

Work is performed under a variety of indoor and outdoor conditions. There are risks of electrical shock, slip and fall injuries, injuries from moving mechanical equipment and heavy lifting and exposure to outdoor weather conditions, disagreeable indoor climate conditions, loud noises, vibrations, fumes, airborne particles, toxic and caustic chemicals 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.

<b>Physical Requirements:</b> Indicate according to the requirements of the essential duties/responsibilities				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
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		√		
<b>Lift &amp; Carry:</b> 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 reviewed and revised by Penn, Inc., Human Resource Management Consulting on December 14, 2001. Revised by Human Resources 2/2021.

**CLASSIFICATION DESCRIPTION**  
**Fireperson II**

<b><u>Title of Immediate Supervisor:</u></b> Supervisor of Building Operations	<b><u>Department:</u></b> Facilities Management	<b><u>FLSA Status:</u></b> Non-Exempt
<b><u>Accountable For (Job Titles):</u></b> Pool Custodian School Custodian II		<b><u>Pay Grade Assignment:</u></b> National Conference of Firemen and Oilers, Local No. 956, Pay Group 12

<b>General Summary or Purpose Of Job:</b>
To operate and maintain a low pressure heating system and a natatorium. To perform mechanical installations, repairs and custodial work.

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FREQUENCY</b>
1.	Operate and maintain low pressure heating system; operate, maintain and repair a variety of heating and ventilation equipment.	Daily 35%
2.	Assist with various custodial tasks including floor care, sanitation, trash and snow removal, stadium set-up and equipment transport.	Daily 25%
3.	Oversee nightly operations of the building; coordinate with building principal and various faculty and staff regarding access, heating and ventilation needs for evening activities; assist in monitoring the conduct of students and adults in and around the building.	Daily 20%
4.	Operate and maintain natatorium; clean pool and maintain related equipment; test and maintain proper chemical balances.	Daily 5%
5.	Open and close building for daily operations; ensure building and grounds are safe and secure.	Daily 5%
6.	Direct night custodians.	Daily 5%
7.	In the absence of the Building Engineer, order supplies, conduct building inspections and interface with principals, faculty and staff on facility maintenance problems as they arise.	Varies 5%
8.	Performs other duties of a comparable level or type.	As required

## CLASSIFICATION DESCRIPTION

### Fireperson II

**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 two year's of relevant experience in HVAC, plumbing and electrical maintenance and repair; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

**Certification or Licensing Requirements:** (prior to job entry)

2C Boiler's license required, selected candidate **must**, within 24 months of promotion or hire, at their own expense, obtain a 1C Boiler license. Additionally, within 6 months of promotion or hire obtain a CPO certification.

**Probation:**

The normal 6 month probationary period will be extended up to 24 months for the purpose of obtaining the 1C Boiler license only. Failure to obtain the required license will result in the candidate not passing probation and will result in demotion to their previously held classification.

**Knowledge Requirements:** (Requires knowledge of)

- Knowledge of operation, maintenance and repair of low-pressure boilers, pumps, and various heating and ventilation equipment.
- Knowledge of operation, maintenance and repair of natatorium systems.
- Lawn and turf care materials and techniques.
- Knowledge of basic carpentry, plumbing and electrical maintenance techniques.
- OSHA safety rules and safe working practices.

**Skill Requirements:** (Skilled in)

- Operation and maintenance of heating and ventilation equipment.
- Operation of hand and power tools.
- Operation of personal computers.
- Use of energy management, word processing and electronic spreadsheet software applications.
- Overseeing, directing, leading and assigning work to custodial workers.
- Oral and written communications.

## CLASSIFICATION DESCRIPTION

### Fireperson II

<b>Physical Requirements:</b> 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		√		
<b>Lift &amp; Carry:</b> 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 a variety of indoor and outdoor conditions. There are risks of electrical shock, slip and fall injuries, injuries from moving mechanical equipment and heavy lifting and exposure to outdoor weather conditions, disagreeable indoor climate conditions, loud noises, vibrations, fumes, airborne particles, toxic and caustic chemicals 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.

<b>Vision Requirements:</b> 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 reviewed and revised by Penn, Inc., Human Resource Management Consulting on December 17, 2001. Revised for by Human Resources 01-30-18. Approved by Duluth Civil Service Board 02-07-18.

**CLASSIFICATION DESCRIPTION**  
**Fireperson II**