

Engineer IV

FLSA Classification

Non-Exempt

Pay Grade

National Conference of Fireman and Oilers, Local 956, Pay Group 19

Reports to

Supervisor of Operations/Facilities Manager

Accountable for (Job Titles)

Second Shift Engineer II, Custodian I/II/III

Summary

The Engineer IV is responsible for the general operation, heating, cooling, ventilation, preventive maintenance and custodial care of assigned buildings and grounds. The Engineer IV is responsible for maintain a facility/building of square footage of 240,001 to 340, 000. Employees in this classification are expected to perform minor carpentry, plumbing, HVAC, or other repair work, along with providing troubleshooting assessments in these areas as related to property damage control, as long as the employee is properly trained to complete such duties and the duties do not legally require completion by a licensed individual. The Engineer IV is responsible for scheduling of work assignments, determining work priorities, and staff evaluations of a small staff, including a Second Shift Engineer II and Custodians I/II/III. The Engineer IV does not have the supervisory authority to initiate other personnel actions.

Essential functions

- ☐ Operates and maintains boilers, heating and cooling along with buildings ventilation systems in accordance with Facilities Management directives, state laws and regulations. Examples of types of tasks in this category are:
 - ☐ Fires, operates, and maintains boilers.
 - ☐ Adjusts and make minor repairs on thermostats and other HVAC related equipment.
 - ☐ Lubricates equipment.
 - ☐ Checks belts and replaces if needed.
 - ☐ Monitors the system to ensure efficiency.
 - ☐ Operates the energy management computer system to maintain and track the preventive maintenance program.
- ☐ Responsible for the maintenance and security of school facilities and property. Performs and directs others in performing custodial duties and operating snow removal equipment. Inspects playground equipment, roof and other areas of the building to assess needs and maintenance requirements. Operates and ensures proper operations of current and future building security and technological systems (such as door controls,

bells, lighting, alarm panels, etc.) Reports needs beyond the capabilities of building personnel.

- ☐ Responsible for performing, directing, and monitoring staff activities, schedules and priorities in the cleaning, care, and maintenance of building facilities and grounds in accordance with the standard procedures and guidelines established by Facilities Management and directions of the building principal. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed, provides direction to other operations staff, and evaluates the performance of assigned operation staff excluding initiating personnel actions.
- ☐ Conducts preventive scheduled maintenance activities on equipment, motors, fixtures, appliances or system equipment (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within the building. Detects and makes routine repairs and monitors the repairs made by vendors or other District staff.
- ☐ Works closely with Facilities Management personnel, the building principal, and school staff on issues pertaining to building safety, security, scheduling issues, building code regulations, capital projects, maintenance projects, custodial or set up needs.
- ☐ Submits requests to order and purchase supplies, cleaning materials and equipment necessary to maintain facilities and grounds properly. Monitors and submits purchase requests in accordance with the established building maintenance budget.
- ☐ Documents, records or prepares fuel reports, work orders, staff timesheets, inspection sheets, safety procedures or other documentation/reports required or as directed.
- ☐ Performs other duties of a comparable level or type.

Minimum Qualifications

- ☐ Requires a minimum of a high school diploma or GED
- ☐ Two years previous experience as an Engineer I, II or III or previously related custodial, facility maintenance and/or boiler operation 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

- ☐ Chief Class C Boilers License in the State of Minnesota
- ☐ Certified Pool Operators
- ☐ Certified Building Operator (BOC) Level 1 (required)

Knowledge Requirements

- ☐ Basic fundamentals and operational principles involving combustion, mechanical, electrical and HVAC equipment and systems.
- ☐ Operational fundamentals of the equipment and supplies used in custodial and ground maintenance.
- ☐ General District administrative procedures, rules and guidelines pertaining to such areas as personnel, purchasing, contract services, safety and risk management.
- ☐ State laws and requirements governing licensing and operation of HVAC equipment and systems.
- ☐ Basic understanding of supervisory practices and fundamentals.

Skill Requirements

- ☐ Directing, assisting, scheduling, planning, monitoring and evaluating the work of assigned facilities management staff.
- ☐ Operating and maintaining heating, cooling and ventilation equipment.
- ☐ Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment Use of energy management, word processing and electronic spreadsheet software applications.
- ☐ Use of hand and power tools.
- ☐ Performing custodial and ground maintenance functions.
- ☐ Maintaining administrative records and implementing administrative directives (i.e. purchasing, department records, and so forth) in accordance with District and departmental requirements.
- ☐ Communicating and collaborating with other District personnel, building administrator(s), building staff, students and teachers in the care, security and maintenance of the facility.

Work environment

Work is typically performed indoors but the job does require some outdoor work in all types of weather conditions. Duties may involve work with chemicals, working with or around mechanical parts, and some exposure to disagreeable fumes or airborne particles.

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		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Close Vision (20 in. of less)		<input type="checkbox"/>	<input type="checkbox"/>
Distance Vision (20 ft. of more)		<input type="checkbox"/>	<input type="checkbox"/>
Color Vision		<input type="checkbox"/>	<input type="checkbox"/>
Depth Perception		<input type="checkbox"/>	<input type="checkbox"/>
Peripheral Vision		<input type="checkbox"/>	<input type="checkbox"/>

Job Classification History:

Description revised by BCC, 1/02. Updated by Facilities Management and HR 2/2021



CLASSIFICATION DESCRIPTION

TITLE: Engineer IV

<u>Title of Immediate Supervisor:</u> Supervisor of Building Operations/ Facilities Manager	<u>Department:</u> Facilities Management	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u> Fireperson II, School Custodian II		<u>Pay Grade Assignment:</u> National Conference of Firemen and Oilers, Local No. 956, Pay Group 18

General Summary or Purpose Of Job:

The Engineer IV assumes responsibility for and participates in the general operation, preventive maintenance, and custodial care of assigned buildings and grounds along with the heating, cooling and ventilation of assigned facilities. Positions assigned to this classification have responsibility for directing a large staff (7 or more) and for maintaining a larger facility/building staffed with **Fireperson II and School Custodian IIs** including the scheduling of work assignments, determining work priorities, and staff evaluations but do not have the authority to initiate other personnel actions as a supervisor. The Engineer IV classification is the highest level within a classification series comprised of four levels. Positions assigned to the Engineer IV differ from Engineer III in that the Engineer IV is typically assigned the largest facilities (e.g. 240,001 or 340,000.) that typically require a larger number of staff to maintain the additional square footage.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	<p>Operates and maintains boilers, heating and cooling along with buildings ventilation systems in accordance with Facilities Management directives, state laws and regulations. Examples of types of tasks in this category are:</p> <ul style="list-style-type: none"> ▪ Fires, operates and maintains boilers ▪ Adjusts and make minor repairs on thermostats and other HVAC related equipment ▪ Lubricates equipment ▪ Checks belts and replaces if needed ▪ Monitors the system to ensure efficiency ▪ Operates the energy management computer system to maintain and track the preventive maintenance program. 	Daily



CLASSIFICATION DESCRIPTION

TITLE: Engineer IV

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
2.	Performs the maintenance and security of school facilities and property. Performs and directs others in performing custodial duties and operating snow removal equipment. Inspects playground equipment, roof and other areas of the building to assess needs and maintenance requirements. Operates and ensures proper operations of current and future building security and technological systems (such as door controls, bells, lighting, alarm panels, etc.). Reports needs beyond the capabilities of building personnel.	Daily
3.	Performs , directs and monitors staff activities, schedules and priorities in the cleaning, care, and maintenance of building facilities and grounds in accordance with the standard procedures and guidelines established by Facilities Management and directions of the building principal. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed, provides direction to other operations staff, and evaluates the performance of assigned operation staff excluding initiating personnel actions.	Daily
4.	Conducts preventive scheduled maintenance activities on equipment, motors, fixtures, appliances or system equipment (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within the building. Detects and makes routine repairs and monitors the repairs made by vendors or other District staff.	Monthly
5.	Works closely with Facilities Management personnel, the building principal, and school staff on issues pertaining to building safety, security, scheduling issues, building code regulations, capital projects, maintenance projects, custodial or set up needs.	Daily
6.	Submits requests to order and purchase supplies, cleaning materials and equipment necessary to maintain facilities and grounds properly. Monitors and submits purchase requests in accordance with the established building maintenance budget.	Daily
7.	Documents, records or prepares fuel reports, work orders, staff timesheets, inspection sheets, safety procedures or other documentation/reports required or as directed.	Weekly
8.	Performs other duties of a comparable level or type.	As required



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TITLE: Engineer IV

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

Requires a minimum of a high school diploma or equivalent and two years previous experience as an Engineer I, II, or III or previous related custodial, facility maintenance and/or boiler operation 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:

Chief Class "C" Boiler License in the State of Minnesota (required)

Certified Pool Operators License (required)

Certified Building Operator (BOC) Level 1 (required)

Knowledge Requirements:

Requires knowledge of:

- Basic fundamentals and operational principles involving combustion, mechanical, electrical and HVAC equipment and systems.
- Operational fundamentals of the equipment and supplies used in custodial and ground maintenance.
- General District administrative procedures, rules and guidelines pertaining to such areas as personnel, purchasing, contract services, safety and risk management.
- State laws and requirements governing licensing and operation of HVAC equipment and systems.
- State laws and health guidelines pertaining to the operation and maintenance of swimming pools.
- Basic understanding of supervisory practices and fundamentals.

Skill Requirements:

Skilled in:

- Directing, assisting, scheduling, planning, monitoring and evaluating the work of assigned facilities management staff.
- Operating and maintaining heating, cooling and ventilation equipment.
- Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment.
- Maintaining, monitoring and servicing swimming pools in accordance with regulations and standards.
- Use of hand and power tools.
- Performing custodial and ground maintenance functions.
- Maintaining administrative records and implementing administrative functions (i.e. purchasing, department records, and so forth) in accordance with District and departmental requirements.
- Communicating and collaborating with other district personnel, building administrator(s), building staff, students and teachers in the care, security and maintenance of the facility.



CLASSIFICATION DESCRIPTION

TITLE: Engineer IV

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 typically performed indoors but the job does require some outdoor work in all types of weather conditions. Duties may involve work with chemicals, working with or around mechanical parts, and some exposure to disagreeable fumes or airborne particles.

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
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:

Description revised by BCC, 1/02. Updated by Facilities Management and HR 2/4/2019