

NORTH CLACKAMAS SCHOOL DISTRICT #12

POSITION DESCRIPTION

TITLE: Utility Maintenance – Building Engineer

JOB GROUP: H (Salary Range: 19.45 – 26.06 per hour)

**QUALIFICATIONS
AND ESSENTIAL
JOB FUNCTIONS:**

1. Four years experience in the maintenance and repair of building systems including, but not limited to DDC Systems, Security Systems, Fire Systems, Air Handlers, Boilers, Lighting Systems, Plumbing Systems in commercial buildings or equal experience in a related field.
2. Work requires some emergency on-call tasks; residence within 30 minutes travel time from the district is preferred.
3. Ability to perform physical tasks required by job responsibilities is necessary. A pre-employment physical is required.
4. Applicant must possess a valid driver's license.
5. Applicant must possess a current Limited Maintenance Electrical license.
6. Must provide own hand tools.
7. Physical capacities include mental and physical ability to perform all functions designated in Performance Responsibilities.

REPORTS TO: Maintenance Supervisor

SUPERVISES: No direct supervision of any employee.

JOB GOALS: Provide quality maintenance and repair to District building systems and related building components to insure equipment is operating as specified, thus providing a quality learning environment for staff and students.

**PERFORMANCE
RESPONSIBILITIES:**

1. Maintain, repair and adjust building system components and equipment.
2. Repair and replace fans, motors, valves, belts and other related equipment to building systems.

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3. Service fan units, furnaces and boilers including changing filters, adjusting belts, lubrication of bearings, and cleaning coils. Must have knowledge of boiler blow downs, opening and cleaning of boilers, troubleshoot problems and keep boilers operating.
4. Do minor sheet metal fabrication to insulate pipes and ducts.
5. Perform minor repairs to plumbing and electrical systems.
6. Perform minor repairs and/or adjustments to doors, windows and hardware; repair interior or exterior surfaces and finishes of school facilities.
7. Keep accurate records of labor, material and equipment costs on each job assigned.
8. Operate all hand and power tools necessary to complete assigned tasks in a skillful and safe manner.
9. Make cost estimates and prepare material lists for jobs as directed by supervisor.
10. Train building custodians in proper operation and maintenance of building systems.
11. Work closely and communicate well with school staff and other departments.
12. Must have good computer skills to work with DDC control systems, lighting systems, work order system. Must have the ability to create documents and spreadsheets using Microsoft Word and Excel.
13. Ability to interpret blueprints and drawings.

TERMS OF

EMPLOYMENT: 260 day work year. Salary to be established by the Collective Bargaining Agreement between the Oregon School Employees Association, Chapter #71 and the Board of Directors.

EVALUATION: Job performance will be evaluated in accordance with the Board's policy on Evaluation of Classified Employees and the Collective Bargaining Agreement between the Oregon School Employees Association, Chapter #71 and the Board of Directors.

**For application process, please contact Sharon Simonson at 503-353-6055 or email at simonson@nclack.k12.or.us
Or check the North Clackamas School District Website at www.nclack.k12.or.us**

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