

**CLARK COUNTY SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION**

**BUILDING ENGINEER SUPERVISOR**

---

Class Code: 7550

Job Family: Skilled Trades/Technician

Classification: Support Staff

Terms of Employment: Pay Grade 58 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

---

**POSITION SUMMARY:**

Under general direction plans, schedules, supervises, and inspects work of Building Engineers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Surveys, plans, organizes, and supervises the work of Building Engineers.
2. Coordinates and inspects work in progress and approves upon completion or disapproves and initiates corrective actions.
3. Prepares diagrams and sketches of work to be done.
4. Inspects sites to determine materials and labor needs and develops cost estimates for work to be performed.
5. Serves as liaison between the Maintenance Department, school site administrators, and contractors regarding equipment installation, service, and work performance.
6. Confers and communicates with the Maintenance Department and school site administrators to accomplish goals, objectives, and activities.
7. Reviews, coordinates, and schedules preventive maintenance duties with building engineers and/or maintenance personnel.
8. Schedules approved maintenance activities to facilitate special functions/events at school sites.
9. Monitors new equipment installation work performed by contractors and prepares written reports of results.
10. Trains new building engineers and conducts on-going training for assigned staff.
11. Communicates and assists other district departments and outside agencies regarding inspections and compliance issues.
12. Assists Facility Planning in maintaining accurate as-built drawings and records.
13. Troubleshoots and determines repairs needed on control systems.
14. Tests mechanical devices, safety circuits, and fire protection systems.
15. Operates, monitors, and services mechanical, electrical and plumbing systems (i.e., heating, ventilation, air-conditioning, refrigeration, chillers, boilers, pneumatic controls, toilets/urinals, valves, vacuum breakers, electric distribution systems, lighting, etc.).
16. Operates and maintains computer database for scheduling, ordering supplies, and data retrieval to prepare reports.
17. Responsible for the safe handling and disposal of hazardous materials.
18. Provides input for the evaluation of assigned staff.
19. Conforms to safety standards as prescribed.
20. Performs other tasks related to the position as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Involves planning, supervising, and inspecting the work of building engineers.

02/26/98

Revised: (07/15/05; 01/08/06; 06/12/07; 01/09/09)

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of building construction.
2. Knowledge of mechanical, electrical systems and plumbing.
3. Knowledge of HVACR sequence of operations.
4. Knowledge of practices and procedures of the EPA Clean Air Act.
5. Ability to recognize, understand and interpret local, state and national codes: such as, UBC, UMC, UPC, NEC and EPA.
6. Ability to exercise judgment as to when to act independently and when to refer situations to an administrator.
7. Ability to train, supervise, and evaluate employees.
8. Ability to interpret and apply technical instruction and operating procedures.
9. Ability to read and interpret blueprints, specifications, and plans.
10. Ability to learn to use computers and software applications.
11. Ability to develop rapport and open communication between the maintenance department and school site administrators.
12. Ability to communicate oral and written instructions.
13. Ability to develop cost estimate information.
14. Ability to plan and organize work.
15. Ability to develop, learn, and apply safety and work procedures.
16. Ability to operate and maintain hand and power tools and equipment.
17. Ability to meet predetermined deadlines.
18. Ability to perform strenuous, physical work.
19. Ability to safely move and relocate heavy objects.
20. Ability to work flexible hours and shifts.
21. Ability to work in confined areas.
22. Ability to withstand heights and perform work safely.
23. Ability to work cooperatively with employees, students, contractors/vendors, and the public.
24. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Five (5) years experience in the operation, maintenance and repair of mechanical systems; electrical, HVACR or plumbing systems.

**Note:** As part of the selection process, a test for knowledge and skills will be given to all employees/applicants selected for interview.

Licenses and Certificates:

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P.) placement **and** at time of interview prior to final selection.

Preferred Qualifications:

1. One (1) year of supervising experience.
2. Possess physical and mental stamina commensurate with the responsibilities of the position.
3. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

02/26/98

Revised: (07/15/05; 01/08/06; 06/12/07; 01/09/09)

**DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:**

1. High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Current copy of driving history issued by the Department of Motor Vehicles.
4. Specific documented evidence of training and experience to satisfy qualifications.

**EXAMPLES OF ASSIGNED WORK AREAS:**

Clark County School District facilities - offices, schools (classrooms, cafeterias, locker rooms, science labs, restrooms), building rooftops, mechanical equipment rooms, boiler rooms, etc.

**WORK ENVIRONMENT:**

Strength: Medium - Exert force 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10 lbs. constantly.

Physical Demands: Frequent climbing, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity; occasional far acuity and color vision.

Environmental Conditions: Varies from a climate controlled office setting to work out doors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise level ranging from moderate to loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:**

Equipment monitoring and/or adjustment devices, various computers and software applications, pressure control regulators, ladders, analog and digital temperature analyzers, eye and hearing protection equipment, flow meters wire cutters, screwdrivers, grinders, wrenches, two-way radios, etc.

**EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.