

# Building Engineer Supervisor

## Position Details

Class Code: 7550

Job Family: Skilled Trades/Technician

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

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

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## 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/inspects work-in-progress; approves work upon completion, or disapproves and initiates corrective actions.
3. Prepares diagrams and sketches of work to be done.
4. Inspects sites to determine materials/labor needs; develops cost estimates.
5. Serves as liaison between the Maintenance Department, school administrators, and contractors regarding equipment installation, service, and work performance.
6. Reviews, coordinates, and schedules preventive maintenance with Building Engineers and/or maintenance personnel.
7. Schedules approved maintenance activities to facilitate special functions at schools.
8. Monitors contractors' work and prepares reports of results.
9. Trains new Building Engineers; conducts ongoing training for assigned staff.

10. Addresses inspections and compliance issues with other Clark County School District departments and outside agencies.
  11. Assists Facility Planning in maintaining accurate as-built drawings and records.
  12. Troubleshoots control systems and determines needed repairs.
  13. Tests mechanical devices, safety circuits, and fire protection systems.
  14. Operates, monitors, and services mechanical, electrical, and plumbing systems (i.e., heating, ventilation, air-conditioning, refrigeration (HVACR), chillers, boilers, pneumatic controls, toilets/urinals, valves, vacuum breakers, electric distribution systems, lighting, etc.)
  15. Operates/maintains computer database for scheduling, ordering supplies, and data retrieval to prepare reports.
  16. Responsible for the safe handling and disposal of hazardous materials.
  17. Provides input for evaluations of assigned staff.
  18. Conforms to safety standards, as prescribed.
  19. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Plans, supervises, and inspects building engineers' work.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of building construction.
2. Knowledge of mechanical, electrical, and plumbing systems.
3. Knowledge of HVACR operations sequence.
4. Knowledge of Environmental Protection Agency (EPA) Clean Air Act practices/procedures.
5. Ability to recognize, understand, interpret, and apply all local, state, and national codes/regulations, including Uniform Building Code (UBC), Uniform Mechanical Code (UMC), Universal Product Code (UPC), National Electrical Code (NEC), and EPA.
6. Ability to judge when to act independently and when to refer situations to an administrator.
7. Ability to train, supervise, and evaluate employees.
8. Ability to interpret/apply technical instructions and operating procedures.
9. Ability to read/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 administrators.
  12. Ability to communicate instructions, verbally and in writing.
  13. Ability to develop cost estimates.
  14. Ability to plan and organize work.
  15. Ability to develop, learn, and apply work/safety procedures.
  16. Ability to operate and maintain hand/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/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/report hazards and apply safe work methods.
  25. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Five (5) years' experience operating, maintaining, and repairing mechanical, electrical, HVACR, or plumbing systems.

**NOTE:** A knowledge/skills test will be given to all candidates selected for interview.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

### **Preferred Qualifications**

One (1) year of supervisory experience.

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## Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

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

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## Work Environment

### Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs. constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

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

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## **Examples of Equipment/Supplies Used to Perform Tasks**

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

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 08/02/23
- Created: 02/26/98