

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: BUILDING ENGINEER SUPERVISOR

**Class Code: 7550
Grade: 58**

CLASS DEFINITION AND SUMMARY:

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

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

Surveys, plans, organizes, and supervises the work of Building Engineers.

Coordinates and inspects work in progress and approves upon completion or disapproves and initiates corrective actions.

Prepares diagrams and sketches of work to be done.

Inspects sites to determine materials and labor needs and develops cost estimates for work to be performed.

Serves as liaison between the Maintenance Department, school site administrators, and contractors regarding equipment installation, service, and work performance.

Confers and communicates with the Maintenance Department and school site administrators to accomplish goals, objectives, and activities.

Reviews, coordinates, and schedules preventive maintenance duties with building engineers and/or maintenance personnel.

Schedules approved maintenance activities to facilitate special functions/events at school sites.

Monitors new equipment installation work performed by contractors and prepares written reports of results.

Trains new building engineers and conducts on-going training for assigned staff.

Communicates and assists other district departments and outside agencies regarding inspections and compliance issues.

Assists Facility Planning in maintaining accurate as-built drawings and records.

Troubleshoots and determines repairs needed on control systems.

Tests mechanical devices, safety circuits, and fire protection systems.

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.).

Operates and maintains computer database for scheduling, ordering supplies, and data retrieval to prepare reports.

Responsible for the safe handling and disposal of hazardous materials.

Provides input for the evaluation of assigned staff.

Conforms to safety standards as prescribed.

Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of building construction.

Knowledge of mechanical, electrical systems and plumbing.

Knowledge of HVACR sequence of operations.

Knowledge of practices and procedures of the EPA Clean Air Act.

Ability to recognize, understand and interpret local, state and national codes: such as, UBC, UMC, UPC, NEC and EPA.

Ability to exercise judgment as to when to act independently and when to refer situations to an administrator.

Ability to train, supervise, and evaluate employees.

Ability to interpret and apply technical instruction and operating procedures.

Ability to read and interpret blueprints, specifications, and plans.

Ability to learn to use computers and software applications.

Ability to develop rapport and open communication between the maintenance department and school site administrators.

Ability to communicate oral and written instructions.

Ability to develop cost estimate information.

Ability to plan and organize work.

Ability to develop, learn, and apply safety and work procedures.

Ability to operate and maintain hand and power tools and equipment.

Ability to meet predetermined deadlines.

Ability to perform strenuous, physical work.

KNOWLEDGE, SKILLS AND ABILITIES (continued)

Ability to safely move and relocate heavy objects.

Ability to work flexible hours and shifts.

Ability to work in confined areas.

Ability to withstand heights and perform work safely.

Ability to work cooperatively with employees, students, contractors/vendors, and the public.

Ability to recognize and report hazards and apply safe work methods.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).

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:

Valid Class C Nevada Driver's License. Must be maintained for the duration of the assignment.

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:

One (1) year of supervising experience.

DOCUMENT (S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Valid Class C Nevada Driver's License.
3. Copy of current 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.

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, fingering, 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.

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.

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. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).

02/26/98

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