

CLARK COUNTY SCHOOL DISTRICT HUMAN RESOURCES DIVISION

BUILDING ENGINEER

Class Code: 7120

Job Family: Skilled Trades/Technician

Classification: Support Staff

Terms of Employment: Pay Grade 52 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general supervision acts as first responder to facility problems and work requests. Operates, monitors, diagnoses, and performs routine maintenance and repairs, as needed, to mechanical, electrical and plumbing systems at various locations in accordance with the Maintenance Department guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. 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, etc.).
2. Services, performs repairs and replaces fuses, ballasts, filters, interior/exterior fixtures, belts, thermostats, etc.
3. Perform diagnostic test on mechanical, electrical and plumbing devices/systems.
4. Initiates facility work request for equipment installations and repairs.
5. Schedules approved maintenance activities to facilitate special functions/events at school sites.
6. Serves as liaison between the Maintenance Department, school administrators, contractors, and outside agencies.
7. Monitors new equipment installation work performed by contractors, and reports performance status to maintenance Department supervisors.
8. Monitors, operates and repairs energy management systems at various facilities.
9. Inspects mechanical and electrical equipment on a routine basis and advises maintenance supervisors of potential malfunctions, safety hazards or necessary maintenance services.
10. Assists Engineering Planning in maintaining accurate as-built drawings and records.
11. Responsible for the safe handling and disposal of hazardous materials.
12. Performs scheduled preventive maintenance duties.
13. Performs emergency repairs on door hardware.
14. Conforms to safety standards as prescribed.
15. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves work in the building trades to repair and/or maintain facilities in accordance with Maintenance Department guidelines.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of building construction.
2. Knowledge of mechanical, electrical, and plumbing systems.
3. Ability to recognize, understand and interpret local, state and national codes: such as, UBC, UMC, UPC, NEC and EPA.

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4. Ability to exercise judgment as to when to act independently and when to refer situations to an administrator.
5. Ability to interpret and apply technical instructions and operating procedures.
6. Ability to read and interpret written and/or oral instructions.
7. Ability to operate, maintain, and keep inventory of hand and power tools and equipment.
8. Ability to use a computer as an analytical tool.
9. Ability to meet predetermined deadlines.
10. Ability to perform strenuous, physical work.
11. Ability to safely move and relocate heavy objects.
12. Ability to read and interpret blueprints, specifications, and plans.
13. Ability to work flexible hours or shifts.
14. Ability to work in confined areas.
15. Ability to withstand heights and perform work safely.
16. Ability to work cooperatively with employees, contractors/vendors and students.
17. 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. Two (2) years experience in the operation and routine maintenance and repair of mechanical, electrical, 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.
3. Boiler Monitor Certificate. (If not in possession at time of application, must be obtained within five (5) months of hire date. Certification must be maintained for the duration of the assignment.

Preferred Qualifications:

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

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. Boiler Monitor Certificate, if applicable.
5. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities - travel to and from other schools, (classrooms, cafeterias, restrooms, boiler rooms, etc.) offices, facility roof tops, construction sites, etc.

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WORK ENVIRONMENT:

Strength: Medium/Heavy - Exert force 50-100 lbs. occasionally, 25-50 lbs. frequently, or 10-20 lbs. constantly. Involves significant stand/walk/push/pull.

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

Environmental Conditions: Varies from classrooms to exposure to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels 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/adjustment devices, computers, pressure control regulators, power snake, assorted hand and electric saws, tubing and pipe cutters, leak detection equipment, flow meters, air compressors, wire cutters, screwdrivers, grinders, channel lock pliers, wrenches, punches two-way radios, chisels, 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.

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