

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 9-30-86
 LAST REVISION DATE _____
 BAND & GRADE C-4-1-9

POSITION TITLE Engineer Assistant II

IMMEDIATE SUPERVISOR Chief Engineer

Job Summary (Basic Purpose of Position)

To assist in conducting maintenance that will ensure a clean, comfortable and safe environment for staff and students of the Middle School.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1. Maintain all boilers and backup equipment in good repair.	C4	D45		Knowledge of: a. Boiler theory b. Electrical controls c. Pneumatic controls d. District policies e. Emergency procedures f. City and county law enforcement procedures g. Building security h. Security alarm system Ability to: a. Read blueprints b. Plan c. Communicate d. Allocate e. Organize f. Control g. Direct h. Relate effectively with others i. Analyze emergency situations j. Correct emergency situations	1. Boilers and backup equipment are in good condition and meet all state and insurance standards.
2. Perform preventive and corrective maintenance on mechanical equipment.	C4	D45			2. Mechanical and all other plant equipment is in good repair and conforms to all safety standards.
3. Perform preventive and corrective maintenance on electrical equipment.	C4	D10			3. Electrical and all other plant equipment is in good repair and conforms to safety standards.
4. Maintain preventive and corrective logs on mechanical and electrical equipment.	A1	D			4. Preventive and corrective maintenance logs exist for mechanical and electrical equipment and they are up-to-date at all times.
5. Weigh and check gauges on fire extinguishers in Middle School.	A1	M			5. Fire extinguishers have an up-to-date log recording the date the unit was weighed and by whom.
6. Call suppliers and get price quotes for best buys available.	A1	D			6. Competitive quotation procedures are correct and the best buys are received.
7. Maintain sprinkler systems and water athletic fields and lawns.	B2	D			7. Wells and sprinkler systems are maintained and athletic fields are
8. Work with outside contractors if work is to be jobbed out.	A1	M			
9. Do some general welding and cutting with arc and acetylene welders.	C4	W			

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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

10. Set up equipment for special events.	A1	W		Skills of: a. Welding b. Calculator operation c. Operating engineering equipment d. Vehicular operation e. Blueprint reading f. Schematic reading	watered.
11. Responding for on call situations after hours – boiler problems, bread ins, etc.	VARIES				8. Work with outside contractors was coordinated.
12. Start up for day; unlock doors, turn on heating and ventilating equipment. Put up flag.	A1	D			9. Welding and cutting is completed in a timely manner.
13. Snow plowing during season.	A1				10. All equipment needed for events are set up in a timely manner.
14. Do paperwork such as daily work diaries, parts purchased and installed.	A1	D			11. Emergency situations regarding plant, property and personnel were handled in a timely and effective manner. Appropriate authorities and district personnel were notified.
15. Work with swimming pools cleaning filters, recoating filters, testing water, changing chlorine bottles.	B2	W			12. All doors were unlocked, heat was on and flag was up. 13. Snow plowing was done in a timely manner. 14. Reports and other required paperwork are completed and on file. 15. Swimming pools have clean filters, filters are recoated, water is tested and chlorine bottles are changed.