



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Tuesday, June 1, 2021

4:00 PM

Webex

1. ROLL CALL

2. APPROVAL OF MINUTES

2A. February 2, 2021

Attachments: [February 2, 2021](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

Attachments: [ISD 709 - Signed Memorandum for Job Descriptions](#)

4A(1) ISD 709 - School Custodian II (revised including title change to School Custodian I/II/III)

Attachments: [School Custodian I/II/III](#)

4A(2) ISD 709 - Maintenance Custodian (revised including title change to Second Shift Engineer I)

Attachments: [Second Shift Engineer I](#)

4A(3) ISD 709 - Fireperson II (revised including title change to Second Shift Engineer II)

Attachments: [Second Shift Engineer II](#)

4A(4) ISD 709 - Pool Custodian (revised)

Attachments: [Pool Custodian](#)

4A(5) ISD 709 - Engineer I (revised)

Attachments: [Engineer I](#)

4A(6) ISD 709 - Engineer II (revised)

Attachments: [Engineer II](#)

4A(7) ISD 709 - Engineer III (revised)

Attachments: [Engineer III](#)

4A(8) ISD 709 - Engineer IV (revised)

Attachments: [Engineer IV](#)

4A(9) ISD 709 - Heating/Ventilation & School Equipment Maintenance Mechanic (revised)

Attachments: [HVAC & School Equipment Maintenance Mechanic](#)

5. APPEALS

None

6. INFORMATIONAL

6A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS

Notice: Item 6A contains Private Data. The information is non-public and disclosure of this material is prohibited; therefore, it has been excluded from this packet.

6B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS

Notice: Item 6B Non-Public Review of New Eligible Lists will be distributed to members at the Civil Service Board meeting.

7. NEXT REGULAR MEETING SCHEDULED

July 6, 2021 (4:00 p.m. via Webex)

ADJOURNMENT



MEETING MINUTES

City of Duluth - Civil Service Board
May 4, 2021 - 4:00 p.m.
WebEx

Members Present: Joaquim Harris (Chair), Laura Perttula, John Strongitharm
HR Staff Present: Heather DuVal (HR Supervisor); Aimee Ott (HR Technician)
Legal Present: Sara Baldwin

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS
 - A. February 2, 2021 - **Approved**
 - B. March 24, 2021 (Special Meeting) - **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Workforce Development Technician I - Opioid (new) - **Approved**
 - (2) Library Circulation Coordinator (new) - **Approved**
5. APPEALS
6. INFORMATIONAL
 - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS - **Received**
 - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS - **Reviewed**
 - C. ISD 709 – NOTICE OF SUSPENSION WITHOUT PAY - **Received**
7. NEXT REGULAR MEETING SCHEDULED
 - A. June 1, 2021


Memorandum

TO: Civil Service Board
FROM: Laura Hoffman Hordyk, Human Resources Director
DATE: 5/21/21
CC: Union
RE: Job Descriptions for Approval

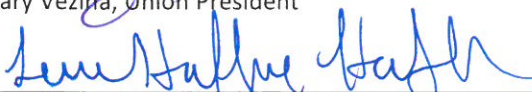
This memorandum is for the three new job descriptions Duluth Public Schools is bringing before the Civil Service Board for approval. Both Duluth Public Schools and the National Conference of Firemen and Oilers District of Local 32BJ, SEIU (NCFO District) Chapter 956 have come to an agreement on these job descriptions. Duluth Public Schools is changing the current School Custodian II position into a new position, with three levels, titled School Custodian I, II, III. Duluth Public Schools is also changing the Maintenance Custodian position to Second Shift Engineer I. Duluth Public Schools is also changing the Fireperson II position to Second Shift Engineer II. We are also including the updated HVAC, Pool Custodian, Engineer I, II, III and IV job descriptions for approval.

Old Job Description Title	New Job Description Title
School Custodian II	School Custodian I/II/III
Maintenance Custodian	Second Shift Engineer I
Fireperson II	Second Shift Engineer II
Old Pool Custodian	Updated Pool Custodian
Old Engineer I/II/III/IV	Updated Engineer I/II/III/IV

Please contact me at 218-336-8721 if you have any questions.


 Gary Vezina, Union President


 Jason LeDoux, Union Secretary


 Laura Hoffman Hordyk, Human Resources Director

School Custodian I/II/III

FLSA Classification

Non-Exempt

Pay Grade

National Conference of Fireman and Oilers, Local 956, Pay Group 3 through 3B

Reports to

Building Engineer/Supervisor of Operations/Manager of Facilities

Summary

To provide custodial cleaning and minor facilities maintenance services in assigned building(s). To perform minor grounds maintenance including clearing snow from walkways and steps leading to assigned building(s). To assist in the set-up of rooms and other facilities for school and community events.

Essential functions

- Vacuum, sweep and/or dust-mop floors in classrooms, hallways, cafeterias and other areas.
- Wet mop cafeteria, kitchen, bathrooms; clean and sanitize sink, fountains, fixtures, mirrors and floor drains; replace hand soap, paper towels and toilet paper.
- Spot mop classrooms, halls, stairs, restrooms, entryways, kitchen, cafeteria and other areas as needed to maintain clean and safe walking surfaces.
- Empty trash containers and pencil sharpeners; remove and replace trash liners in trash containers.
- Inspect rooms, halls and stairways; remove marks, stains, and gum from floors, walls, ceilings, fixtures and furnishings; clean chalkboards; clean door glass; dust all areas; replace burned out light bulbs.
- Remove furnishings, strip and wax floors; buff; scrub; clean furniture; sweep and shovel snow from walkways and steps.
- Performs other duties of a comparable level or type.

Minimum Qualifications

- Requires a minimum of a high school diploma or GED
- Six months of experience
- Or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements

- None for School Custodian I
- Special Class C Boilers License in the State of Minnesota for School Custodian II
- Second Class C Boilers License in the State of Minnesota for School Custodian III

Knowledge Requirements

- Cleaning standards
- Cleaning methods
- Cleaning chemicals
- Time management

Skill Requirements

- Use and care of floor cleaning equipment
- Task prioritization

Work environment

Work is performed under various conditions and there are risks of slip and fall injuries and electrical shock and exposure to fumes, airborne particles, toxic and caustic chemicals, vibration, and outdoor weather conditions associated with the work.

Physical demands

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk				√
Sit	√			
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell				√
Lift & Carry:				
Up to 10 lbs.				√
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.	√			

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements		
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting on December 14, 2001. Revised by Human Resources 2/2021.



CLASSIFICATION DESCRIPTION

Custodian/School Custodian II

<u>Title of Immediate Supervisor:</u> Supervisor of Operations	<u>Department:</u> Building Maintenance	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u> National Conference of Firemen and Oilers, Local 956, Pay Group 3

General Summary or Purpose Of Job:

To provide custodial cleaning and minor facilities maintenance services in assigned building(s). To perform minor grounds maintenance including clearing snow from walkways and steps leading to assigned building(s). To assist in the set-up of rooms and other facilities for school and community events.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Vacuum, sweep and/or dust-mop floors in classrooms, hallways, cafeterias and other areas.	Daily 20%
2.	Wet mop cafeteria, kitchen, bathrooms; clean and sanitize sink, fountains, fixtures, mirrors and floor drains; replace hand soap, paper towels and toilet paper.	Daily 20%
3.	Spot mop classrooms, halls, stairs, restrooms, entryways, kitchen, cafeteria and other areas as needed to maintain clean and safe walking surfaces.	Daily 20%
4.	Empty trash containers and pencil sharpeners; remove and replace trash liners in trash containers.	Daily 15%
5.	Inspect rooms, halls and stairways; remove marks, stains, and gum from floors, walls, ceilings, fixtures and furnishings; clean chalkboards; clean door glass; dust all areas; replace burned out light bulbs.	Varies 15%
6.	Remove furnishings, strip and wax floors; buff; scrub; clean furniture; sweep and shovel snow from walkways and steps;	Varies 10%
7.	Performs other duties of a comparable level or type.	As required



CLASSIFICATION DESCRIPTION

Custodian/School Custodian II

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or GED and six months of experience; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements (prior to job entry):

None required upon entry.

Knowledge Requirements:

Requires knowledge of:

- Cleaning standards.
- Cleaning methods.
- Cleaning chemicals.
- Time management.

Skill Requirements:

Skilled in:

- Use and care of floor cleaning equipment.
- Task prioritization.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk				√
Sit	√			
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell				√
Lift & Carry:				
Up to 10 lbs.				√
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.	√			



CLASSIFICATION DESCRIPTION

Custodian/School Custodian II

General Environmental Conditions:

Work is performed under various conditions and there are risks of slip and fall injuries and electrical shock and exposure to fumes, airborne particles, toxic and caustic chemicals, vibration, and outdoor weather conditions associated with the work.

General Physical Conditions:

Work can be generally characterized as:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

<u>Vision Requirements:</u> Check box if relevant	Yes	No
No special vision requirements		
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting on December 14, 2001.

Second Shift Engineer I

FLSA Classification

Non-Exempt

Pay Grade

National Conference of Fireman and Oilers, Local 956, Pay Group 5A

Reports to

Building Engineer/Supervisor of Operations/Manager of Facilities

Accountable for (Job Titles)

School Custodian I/II/III

Summary

Under general supervision, performs maintenance and cleaning tasks and operation of various types of cleaning equipment to care for and maintain school facilities and district properties, performs basic building maintenance and performs related work as required. In addition, a Second Shift Engineer I, under the direction of the Building Engineer, and with supervision from a Facilities Management Supervisor, a Second Shift Engineer I assists school custodian I/II/III's in their use of equipment and follows up on completion of regular task assignments as directed by building Engineer or Facilities Management Supervisor. The Second Shift Engineer I monitors evening activities in the building and assists in monitoring the conduct of students and adults in and around the building. Also coordinates with building Engineer, principal, community education coordinators, activity directors and activity site managers regarding setups, occupancy times and special needs or concerns. Communicates with building Engineer and supervisors when there are recognized heating and ventilation issues affecting activities or occupancy comfort; responds to and reports emergency situations and equipment failures and alarms. Responsible for clearing the building of occupants and arming security systems after perimeter checks are complete. Has knowledge and ability to create and remove override entries in building access control system. May substitute for Building Engineers during temporary absences.

Essential functions

- Vacuum, sweep and/or dust-mop floors in classrooms, hallways, cafeterias and other areas; empty trash containers and pencil sharpeners, and remove and replace trash liners in trash containers.
- Wet mop cafeteria, kitchen, and bathrooms; clean and sanitize sink, fountains, fixtures, mirrors and floor drains; replace hand soap, paper towels and toilet paper; sanitize locker rooms, and showers.
- Spot mop classrooms, halls, stairs, restrooms, entryways, kitchen, and cafeteria; sanitize locker rooms, showers and other areas as needed to maintain clean and safe walking surfaces.
- Close building for daily operations; ensure building and grounds are safe and secure.

- Cleans rooms, halls and stairways; remove marks, stains, and gum from floors, walls, ceilings, fixtures and furnishings; clean indoor and outdoor glass; dust all areas; replace burned out light bulbs; tightens and replaces fasteners on door hinges, cabinet doors, drawer glides, replaces furniture parts and similar duties.
- Remove furnishings, strip and refinish floors; buff; scrub; clean furniture; sweep, shovel or blow snow from sidewalks; sand and salt sidewalks and parking lots; water outdoor plants and mow and trim lawns.
- Perform stripping and refinishing floors, shampooing carpets, cleaning furniture, cleaning walls and staircases. Set-up and tear down and move furnishings and equipment as needed.
- Performs basic building maintenance and repairs and performs other duties of comparable level as required and assigned.

Minimum Qualifications

- Requires a minimum of a high school diploma or GED
- One year of experience
- Or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements

- Second Class C Boilers License in the State of Minnesota

Knowledge Requirements

- Cleaning standards.
- Cleaning methods.
- Cleaning chemicals.
- Time management.
- Effective communications
- Basic boiler operation
- Basic knowledge of standard tools, methods and practices involved in building maintenance.

Skill Requirements

- Use and care of floor cleaning equipment.
- Task prioritization.
- Operation of janitorial and grounds keeping equipment (e.g., floor scrubbers, snow blowers, lawn tractors with blower attachments).
- Operation of personal computers, including related to building access and lighting control.
- Operation of hand and power tools.
- Oral and written communications.
- Has the ability to coordinate and assist the work of custodian II as directed by building engineer or facilities management supervisor.
- Written and verbal communication and relationship skills to efficiently and effectively perform essential duties.

Work environment

Work is performed under various conditions and there are risks associated with slippery and elevated surfaces, electrical equipment, and cleaning and maintenance chemicals, airborne particles, vibration, and outdoor weather conditions associated with the work.

Physical demands

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell				√
Lift & Carry:				
Up to 10 lbs.				√
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.	√			

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements		
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

Job Classification History:

Classification by Kerry M. Leider 07.19.16

Approved by Duluth Civil Service Board on 08/02/2016. Revised by Human Resources 2/2021

CLASSIFICATION DESCRIPTION

Maintenance Custodian

<u>Title of Immediate Supervisor:</u> Facilities Management Supervisor	<u>Department:</u> Building Operations	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles): School Custodian II</u>		<u>Pay Grade Assignment:</u> National Conference of Firemen and Oilers, Local 956, Pay Group 5a

General Summary or Purpose of Job:
<p>Under general supervision, performs maintenance and cleaning tasks and operation of various types of cleaning equipment to care for and maintain school facilities and district properties, performs basic building maintenance and performs related work as required. In addition, a Maintenance Custodian, under the direction of the Building Engineer, and with supervision from a Facilities Management Supervisor, a Maintenance Custodian assists school custodian II's in their use of equipment, and follows up on completion of regular task assignments as directed by building Engineer or Facilities Management Supervisor. The Maintenance Custodian monitors evening activities in the building and assists in monitoring the conduct of students and adults in and around the building. Also coordinates with building Engineer, principal, community education coordinators, activity directors and activity site managers regarding setups, occupancy times and special needs or concerns. Communicates with building Engineer and supervisors when there are recognized heating and ventilation issues affecting activities or occupancy comfort; responds to and reports emergency situations and equipment failures and alarms. Responsible for clearing the building of occupants and arming security systems after perimeter checks are complete. Has knowledge and ability to create and remove override entries in building access control system. May substitute for Building Engineers during temporary absences.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Vacuum, sweep and/or dust-mop floors in classrooms, hallways, cafeterias and other areas; empty trash containers and pencil sharpeners, and remove and replace trash liners in trash containers.	Daily 30%
2.	Wet mop cafeteria, kitchen, and bathrooms; clean and sanitize sink, fountains, fixtures, mirrors and floor drains; replace hand soap, paper towels and toilet paper; sanitize locker rooms, and showers.	Daily 20%
3.	Spot mop classrooms, halls, stairs, restrooms, entryways, kitchen, and cafeteria; sanitize locker rooms, showers and other areas as needed to maintain clean and safe walking surfaces.	Daily 15%
4.	Close building for daily operations; ensure building and grounds are safe and secure.	Daily 5%

CLASSIFICATION DESCRIPTION

Maintenance Custodian

5.	Cleans rooms, halls and stairways; remove marks, stains, and gum from floors, walls, ceilings, fixtures and furnishings; clean indoor and outdoor glass; dust all areas; replace burned out light bulbs; tightens and replaces fasteners on door hinges, cabinet doors, drawer glides, replaces furniture parts and similar duties.	Varies 15%
6.	Remove furnishings, strip and refinish floors; buff; scrub; clean furniture; sweep, shovel or blow snow from sidewalks; sand and salt sidewalks and parking lots; water outdoor plants and mow and trim lawns.	Varies 10%
7.	Perform stripping and refinishing floors, shampooing carpets, cleaning furniture, cleaning walls and staircases. Set-up and tear down and move furnishings and equipment as needed.	As required 5%
8.	Performs basic building maintenance and repairs, and performs other duties of comparable level as required and assigned.	As Required

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or GED and one year of experience; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work as determined by the employer.

Certification or Licensing Requirements (prior to job entry):

Special Boiler License and Second Class C Boiler License after one year.

Knowledge Requirements:

Requires knowledge of:

- Cleaning standards.
- Cleaning methods.
- Cleaning chemicals.
- Time management.
- Effective communications
- Basic boiler operation
- Basic knowledge of standard tools, methods and practices involved in building maintenance.

Skill Requirements:

CLASSIFICATION DESCRIPTION

Maintenance Custodian

Skilled in:

- Use and care of floor cleaning equipment.
- Task prioritization.
- Operation of janitorial and grounds keeping equipment (e.g., floor scrubbers, snow blowers, lawn tractors with blower attachments).
- Operation of personal computers, including related to building access and lighting control.
- Operation of hand and power tools.
- Oral and written communications.
- Has the ability to coordinate and assist the work of custodian II as directed by building engineer or facilities management supervisor.
- Written and verbal communication and relationship skills to efficiently and effectively perform essential duties.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell				√
Lift & Carry: Up to 10 lbs.				√
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.	√			

General Environmental Conditions:

Work is performed under various conditions and there are risks associated with slippery and elevated surfaces, electrical equipment, and cleaning and maintenance chemicals, airborne particles, vibration, and outdoor weather conditions associated with the work.

General Physical Conditions:

Work can be generally characterized as:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Vision Requirements: Check box if relevant

Yes No

CLASSIFICATION DESCRIPTION

Maintenance Custodian

No special vision requirements		
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	
<u>Job Classification History:</u> Classification by Kerry M. Leider 07.19.16 Approved by Duluth Civil Service Board on 08/02/2016.		

Second Shift Engineer II

FLSA Classification

Non-Exempt

Pay Grade

National Conference of Fireman and Oilers, Local 956, Pay Group 12

Reports to

Building Engineer/Supervisor of Operations/Manager of Facilities

Accountable for (Job Titles)

Pool Custodian, School Custodian I/II/III

Summary

To operate and maintain a low-pressure heating system and a natatorium. To perform mechanical installations, repairs and custodial work.

Essential functions

- Operate and maintain low pressure heating system; operate, maintain and repair a variety of heating and ventilation equipment.
- Assist with various custodial tasks including floor care, sanitation, trash and snow removal, stadium set-up and equipment transport.
- Oversee nightly operations of the building; coordinate with building principal and various faculty and staff regarding access, heating and ventilation needs for evening activities; assist in monitoring the conduct of students and adults in and around the building.
- Operate and maintain natatorium; clean pool and maintain related equipment; test and maintain proper chemical balances.
- Open and close building for daily operations; ensure building and grounds are safe and secure.
- Direct night custodians.
- In the absence of the Building Engineer, order supplies, conduct building inspections and interface with principals, faculty and staff on facility maintenance problems as they arise.
- Performs other duties of a comparable level or type.

Minimum Qualifications

- Requires a minimum of a high school diploma or GED
- Two years of relevant experience in HVAC, plumbing and electrical maintenance and repair
- Or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements

- First Class C Boilers License in the State of Minnesota
- Certified Pool Operator License

Knowledge Requirements

- Knowledge of operation, maintenance and repair of low-pressure boilers, pumps, and various heating and ventilation equipment.
- Knowledge of operation, maintenance and repair of natatorium systems.
- Lawn and turf care materials and techniques.
- Knowledge of basic carpentry, plumbing and electrical maintenance techniques.
- OSHA safety rules and safe working practices.

Skill Requirements

- Operation and maintenance of heating and ventilation equipment.
- Operation of hand and power tools.
- Operation of personal computers.
- Use of energy management, word processing and electronic spreadsheet software applications.
- Overseeing, directing, leading and assigning work to custodial workers.
- Oral and written communications.

Work environment

Work is performed under a variety of indoor and outdoor conditions. There are risks of electrical shock, slip and fall injuries, injuries from moving mechanical equipment and heavy lifting and exposure to outdoor weather conditions, disagreeable indoor climate conditions, loud noises, vibrations, fumes, airborne particles, toxic and caustic chemicals associated with the work.

Physical demands

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl				√
Talk and hear			√	
Taste and smell		√		
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.			√	

Up to 50 lbs.			√	
Up to 100 lbs.		√		
More than 100 lbs.	√			

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting on December 14, 2001. Revised by Human Resources 2/2021.

CLASSIFICATION DESCRIPTION
Fireperson II

Title of Immediate Supervisor: Supervisor of Building Operations	Department: Facilities Management	FLSA Status: Non-Exempt
Accountable For (Job Titles): Pool Custodian School Custodian II		Pay Grade Assignment: National Conference of Firemen and Oilers, Local No. 956, Pay Group 12

General Summary or Purpose Of Job:
To operate and maintain a low pressure heating system and a natatorium. To perform mechanical installations, repairs and custodial work.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Operate and maintain low pressure heating system; operate, maintain and repair a variety of heating and ventilation equipment.	Daily 35%
2.	Assist with various custodial tasks including floor care, sanitation, trash and snow removal, stadium set-up and equipment transport.	Daily 25%
3.	Oversee nightly operations of the building; coordinate with building principal and various faculty and staff regarding access, heating and ventilation needs for evening activities; assist in monitoring the conduct of students and adults in and around the building.	Daily 20%
4.	Operate and maintain natatorium; clean pool and maintain related equipment; test and maintain proper chemical balances.	Daily 5%
5.	Open and close building for daily operations; ensure building and grounds are safe and secure.	Daily 5%
6.	Direct night custodians.	Daily 5%
7.	In the absence of the Building Engineer, order supplies, conduct building inspections and interface with principals, faculty and staff on facility maintenance problems as they arise.	Varies 5%
8.	Performs other duties of a comparable level or type.	As required

CLASSIFICATION DESCRIPTION

Fireperson II

Minimum Qualifications:(necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or GED and two year's of relevant experience in HVAC, plumbing and electrical maintenance and repair; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements: (prior to job entry)

2C Boiler's license required, selected candidate **must**, within 24 months of promotion or hire, at their own expense, obtain a 1C Boiler license. Additionally, within 6 months of promotion or hire obtain a CPO certification.

Probation:

The normal 6 month probationary period will be extended up to 24 months for the purpose of obtaining the 1C Boiler license only. Failure to obtain the required license will result in the candidate not passing probation and will result in demotion to their previously held classification.

Knowledge Requirements: (Requires knowledge of)

- Knowledge of operation, maintenance and repair of low-pressure boilers, pumps, and various heating and ventilation equipment.
- Knowledge of operation, maintenance and repair of natatorium systems.
- Lawn and turf care materials and techniques.
- Knowledge of basic carpentry, plumbing and electrical maintenance techniques.
- OSHA safety rules and safe working practices.

Skill Requirements: (Skilled in)

- Operation and maintenance of heating and ventilation equipment.
- Operation of hand and power tools.
- Operation of personal computers.
- Use of energy management, word processing and electronic spreadsheet software applications.
- Overseeing, directing, leading and assigning work to custodial workers.
- Oral and written communications.

CLASSIFICATION DESCRIPTION
Fireperson II

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl				√
Talk and hear			√	
Taste and smell		√		
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.			√	
Up to 50 lbs.			√	
Up to 100 lbs.		√		
More than 100 lbs.	√			

General Environmental Conditions:
Work is performed under a variety of indoor and outdoor conditions. There are risks of electrical shock, slip and fall injuries, injuries from moving mechanical equipment and heavy lifting and exposure to outdoor weather conditions, disagreeable indoor climate conditions, loud noises, vibrations, fumes, airborne particles, toxic and caustic chemicals associated with the work.

General Physical Conditions:
Work can be generally characterized as:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:
Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting on December 17, 2001. Revised for by Human Resources 01-30-18. Approved by Duluth Civil Service Board 02-07-18.



CLASSIFICATION DESCRIPTION
Fireperson II

Pool Custodian

FLSA Classification

Non-Exempt

Pay Grade

National Conference of Fireman and Oilers, Local 956, Pay Group 7

Reports to

Building Engineer/Supervisor of Operations/Manager of Facilities

Summary

Maintains, cleans and disinfects swimming pools and surrounding areas, such as locker rooms and bathroom areas. Cleans and performs maintenance and minor repairs in other areas of the school, including classrooms, hallways, gymnasiums and grounds.

Essential functions

- Performs sanitization of all swimming pools, decks, locker rooms, showers and areas related to the swimming pool complex. Wet mop cafeteria, kitchen, bathrooms; clean and sanitize sink, fountains, fixtures, mirrors and floor drains; replace hand soap, paper towels and toilet paper.
- Cleans the building and performs general maintenance, including keeping building fixtures, lights, drinking fountains, and bathrooms in working order. Empty trash containers and pencil sharpeners; remove and replace trash liners in trash containers.
- Maintains a safe and secure environment by checking exit lights, removing snow and ice, performing a night check on exit doors, locks and windows, locking classrooms and offices, and setting the security system. Remove furnishings, strip and wax floors; buff; scrub; clean furniture; sweep and shovel snow from walkways and steps.
- Assists in setting up and tearing down for building activities and events. Acquires additional assistance, if needed. Directs individuals to events and activities. Cleans areas after activities and events.
- Responds to requests by the building principal and other staff members to assist with moving furniture and equipment, delivering mail, and perform maintenance in individual rooms.
- Distributes supplies and orders to teachers' rooms. Places supplies in the appropriate storage areas.
- Performs other maintenance tasks, especially during the summer months, such as stripping and waxing floors, shampooing carpets, cleaning furniture, and cleaning walls and staircases. Performs boiler room tasks during the absence of a fireperson.

Minimum Qualifications

- Requires a minimum of a high school diploma or GED
- 1 year of experience
- Or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements

- Second Class C Boilers License in the State of Minnesota
- Certified Pool Operators License

Knowledge Requirements

- Pool maintenance.
- Measuring and using cleaning chemicals and agents.
- Cleaning procedures and equipment, such as vacuuming and mopping.

Skill Requirements

- Running a pool vacuum, cleaning pool filters, and testing the pool water.
- Using tools for minor repairs.
- Using equipment for maintenance of grounds, such as snow blowers and lawn mowers.
- Ability to work independently.
- Good written and verbal communication skills.
- Good interpersonal skills in order to work with the students and staff.

Work environment

Work is frequently performed near fumes or airborne particles, and with toxic or caustic cleaning chemicals. Occasionally, work is performed in wet or humid conditions (non-weather), near moving mechanical parts, in high or precarious places, and in outdoor weather conditions.

The typical noise level is considered to be moderate.

Physical demands

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				√
Walk				√
Sit				√
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance			√	
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell		√		
Lift & Carry:				
Up to 10 lbs.				√
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.		√		



Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting.
 Revised by Human Resources 4/2021.

POOL CUSTODIAN

REPORTS TO:

JOB SUMMARY: Under supervision, to do custodial work and sanitizing of swimming pools, decks, showers and areas related to the proper operation of a swimming pool complex and to do related work as required.

RESPONSIBILITIES:

1. Tests pool water to determine if prescribed chemical balance is maintained.
2. Sanitizes swimming pool areas, decks, washrooms and shower rooms adjacent to the swimming pool.
3. Maintains pool cleaning equipment and safety equipment associated with pool facilities.
4. Reports all violations of health and safety rules to building engineer or other appropriate supervisor.
5. Assists in maintaining order and enforcing safety procedures pertaining to use of swimming pools and facilities.
6. Performs tasks detailed in school custodian job description.

KNOWLEDGE AND SKILLS:

- Knowledge of methods, materials and equipment used to sanitize and clean swimming pool areas, decks, washrooms, shower rooms and other parts of school buildings.
- Knowledge of cleaning and sanitizing agents and their application.
- Knowledge of safety rules and practices.

MINIMUM QUALIFICATIONS:

- One (1) year experience as a school custodian or such combination of education and experience as may be accepted as equivalent by the Civil Service Board.
- Ability to keep swimming pools, adjacent areas and facilities and other building

areas, clean, neat and sanitized.

- Ability to operate a variety of equipment used in cleaning and sanitizing.
- Ability to perform hard physical labor associated with the position.
- Ability to maintain harmonious relationships with fellow employees, supervisors and the public.

DESIRABLE QUALIFICATIONS:

-

SALARY RANGE: \$2090 - \$2180

BARGAINING UNIT: Maintenance

Revised: 3/21/01

Engineer I

FLSA Classification

Non-Exempt

Pay Grade

National Conference of Fireman and Oilers, Local 956, Pay Group 14

Reports to

Supervisor of Operations/Facilities Manager

Accountable for (Job Titles)

Second Shift Engineer I, Custodian I/II/III

Summary

The Engineer I is responsible for the general operation, heating, cooling, ventilation, preventive maintenance, and custodial care of assigned buildings and grounds. The Engineer I is responsible for maintaining a facility/building of square footage of 70,000 or less. Employees in this classification are expected to perform minor carpentry, plumbing, HVAC, or other repair work, along with providing trouble shooting assessments in these areas as related to property damage control, as long as the employee is properly trained to complete such duties and the duties so not legally require completion by a licensed individual. The Engineer I is responsible for scheduling of work assignments, determining work priorities, and staff evaluations of a small staff, including a Second Shift Engineer I and Custodians I/II/III. The Engineer I does not have the supervisory authority to initiate other personnel actions.

Essential functions

- Operates and maintains boilers, heating and cooling along with buildings ventilation systems in accordance with Facilities Management directives, state laws and regulations. Examples of types of tasks in this category are:
 - Fires, operates, and maintains boilers.
 - Adjusts and make minor repairs on thermostats and other HVAC related equipment.
 - Lubricates equipment.
 - Checks belts and replaces if needed.
 - Monitors the system to ensure efficiency.
 - Operates the energy management computer system to maintain and track the preventive maintenance program.
- Responsible for the maintenance and security of school facilities and property. Performs and directs others in performing custodial duties and operating snow removal equipment. Inspects playground equipment, roof and other areas of the building to assess needs and maintenance requirements. Operates and ensures proper operations of current and future building security and technological systems (such as door controls, bells, lighting, alarm panels, etc.). Reports needs beyond the capabilities of building

personnel. Oversee nightly operations of the building; coordinate with building principal and various faculty and staff regarding access, heating and ventilation needs for evening activities; assist in monitoring the conduct of students and adults in and around the building.

- Responsible for performing, directing, and monitoring staff activities, schedules and priorities in the cleaning, care, and maintenance of building facilities and grounds in accordance with the standard procedures and guidelines established by Facilities Management and directions of the building principal. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed, provides direction to other operations staff, and evaluates the performance of assigned operation staff excluding initiating personnel actions.
- Conducts preventive scheduled maintenance activities on equipment, motors, fixtures, appliances or system equipment (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within the building. Detects and makes routine repairs and monitors the repairs made by vendors or other District staff.
- Works closely with Facilities Management personnel, the building principal, and school staff on issues pertaining to building safety, security, scheduling issues, building code regulations, capital projects, maintenance projects, custodial or set up needs.
- Submits requests to order and purchase supplies, cleaning materials and equipment necessary to maintain facilities and grounds properly. Monitors and submits purchase requests in accordance with the established building maintenance budget.
- Documents, records or prepares fuel reports, work orders, staff timesheets, inspection sheets, safety procedures or other documentation/reports required or as directed.
- Performs other duties of a comparable level or type.

Minimum Qualifications

- Requires a minimum of a high school diploma or GED
- One and one-half years as a Second Shift Engineer or previous related custodial, facility maintenance and/or boiler operation experience
- Or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements

- First Class C Boilers License in the State of Minnesota

Knowledge Requirements

- Basic fundamentals and operational principles involving combustion, mechanical, electrical and HVAC equipment and systems.
- Operational fundamentals of the equipment and supplies used in custodial and ground maintenance.
- General District administrative procedures, rules and guidelines pertaining to such areas as personnel, purchasing, contract services, safety and risk management.
- State laws and requirements governing licensing and operation of HVAC equipment and systems.
- Basic understanding of supervisory practices and fundamentals.

Skill Requirements

- Directing, assisting, scheduling, planning, monitoring and evaluating the work of assigned facilities management staff.
- Operating and maintaining heating, cooling and ventilation equipment.
- Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment Use of energy management, word processing and electronic spreadsheet software applications.
- Use of hand and power tools.
- Performing custodial and ground maintenance functions.
- Maintaining administrative records and implementing administrative directives (i.e. purchasing, department records, and so forth) in accordance with District and departmental requirements.
- Communicating and collaborating with other District personnel, building administrator(s), building staff, students and teachers in the care, security and maintenance of the facility.

Work environment

Work is typically performed indoors but the job does require some outdoor work in all types of weather conditions. Duties may involve work with chemicals, working with or around mechanical parts, and some exposure to disagreeable fumes or airborne particles.

Physical demands

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
Lift & Carry: Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.			√	
Up to 100 lbs.		√		
More than 100 lbs.		√		

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Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Description revised by BCC, 1/02. Updated by Facilities Management and HR 2/2021



CLASSIFICATION DESCRIPTION

TITLE: Engineer I

Title of Immediate Supervisor: Primary - Supervisor of Building Operation Secondary - Building Principal	Department: Building Operations Facilities Management	FLSA Status: Non-Exempt
Accountable For (Job Titles): Custodian I, II and Fireperson I Custodian II and Maintenance Custodian		Pay Grade Assignment: National Conference of Firemen and Oilers, Local No. 956, Pay Group 14

Comment [LJK1]: The department name is Facilities Management

Comment [LJK2]: Custodian I and Fireperson I are old titles. These positions are no longer used OR no longer assigned to the elementary schools.

Comment [LJK3]: Current job titles for maintenance positions at the Engineer II level elementary schools. Consistent with Collective Bargaining Agreement (CBA) and approved by CS Board.

General Summary or Purpose Of Job:

The Engineer I assumes responsibility for and participates in the general operation; preventive maintenance; custodial care of assigned building and grounds; the heating, cooling and ventilation of the building. Positions assigned to this classification have responsibility for directing a small staff (21-3) and for maintaining a smaller facility/building staffed with Custodian I's, II's and Fireperson I Maintenance Custodians including the scheduling of work assignments, determining work priorities, coordinating special projects, staff evaluations but do not have the authority to initiate other personnel actions as a supervisor. The Engineer I classification is part of a classification series comprised of four levels. Positions assigned to the Engineer I differ from Engineer II in that the Engineer II is typically assigned facilities of larger smaller square footage (e.g. 75,000—200,000-0 – 70,000 sq. ft.) that typically requires a larger a lesser number of staff to maintain. the additional square footage or have the additional responsibility for a swimming pool care, operation and maintenance.

Comment [LJK4]: One Engineer I level elementary school has one (1) staff. Change to reflect current staffing.

Comment [LJK5]: See above comments regarding position titles and current positions at the schools.

Comment [LJK6]: Edits to make language clearer and consistent with CBA. Square footage school sizes are per Article 28 of the CBA.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Operates and maintains steam boiler heating systems and ventilation systems in accordance with state laws and regulations. <ul style="list-style-type: none"> • Fires, Fires boilers Operates and maintains boilers • Punches flues ▪ Adjusts thermostats ▪ Greases and oils motors Lubricates equipment ▪ Checks belts and replace if needed ▪ Monitors the system to ensure efficiency ▪ Operates the energy management computer system to maintain and track the preventive maintenance program. 	Daily 15%

Comment [LJK7]: Boilers are no longer steam boilers.

Comment [LJK8]: Boilers no longer need to be "fired". They are operated and maintained.

Comment [LJK9]: Old language, Engineers no longer punch flues.

Comment [LJK10]: Update term to lubricate equipment to bring in line with work done.



CLASSIFICATION DESCRIPTION

TITLE: Engineer I

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
2.	Assists in the maintenance of school facilities and property. Assists in performing custodial duties and operating snow removal equipment. Inspects playground equipment, roof and other areas of the building to assess needs and maintenance requirements. Operates door controls and ensure building security system proper operation. Operates bells system, building lighting, master clocks program, work order system, fire and smoke alarm panels, and other building systems (and/or other related current and future technology changes). Reports needs beyond the capabilities of building personnel.	Daily 45%
3.	Directs and monitors staff activities, schedules and priorities in the cleaning, care, and maintenance of building facilities and grounds in accordance with the standard procedures and guidelines established by Building Operations and directions of the building principal. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed and evaluates the performance of staff. Performs other lead responsibilities that do not involve initiating personnel actions.	Daily 510%
4.	Conducts preventive scheduled maintenance activities on equipment, motors, fixtures, appliances or system equipment (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within the building. Detects and makes routine repairs and/or schedules and monitors the repairs make by vendors or other District staff.	Monthly 10%
5.	Works closely with Building Operations personnel, the building principal, and school staff on issues pertaining to building safety, security, scheduling issues, building code regulations capital projects, maintenance projects, custodial or set up needs.	Daily 10%
6.	Orders and purchases supplies, cleaning materials and equipment necessary to maintain building properly. Monitors and purchases needs in accordance with the established building maintenance budget.	Weekly 5%
7.	Documents, records or prepares fuel reports, work orders, staff timesheets, inspection sheets, safety procedures or other documentation/reports required.	Daily 10%
8.	Performs other duties of a comparable level or type.	As required

Comment [LJK11]: Security is and has been a duty for a long time, this line formalizes the work in the job description.

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)



CLASSIFICATION DESCRIPTION

TITLE: Engineer I

Requires a minimum of a high school diploma and five years previous related custodial, facility maintenance and boiler operation experience and a minimum of one year lead experience over a custodial or maintenance crew/staff; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements (prior to job entry):

First Class C Boilers License

Class "C" Boiler License in the State of Minnesota (Required)

Comment [LJK12]: Chief C license is not required for the size boilers at the elementary schools. The District is requiring the First Class C Boiler license for the Engineer II position which meets or exceeds the state guidelines.

Knowledge Requirements:

Requires knowledge of:

- Basic fundamentals and operational principles involving combustion, mechanical, electrical and HVAC equipment and systems.
- Operational fundamentals of the equipment and supplies used in custodial and ground maintenance.
- General District administrative procedures, rules and guidelines pertaining to such areas as personnel, purchasing, contract services, safety and risk management.
- State laws and requirements governing licensing and operation of HVAC equipment and systems.
- ~~State laws and health guidelines pertaining to the operation and maintenance of swimming pools.~~
- Basic understanding of supervisory practices and fundamentals.

Skill Requirements:

Skilled in:

- Leading, scheduling, planning, monitoring and evaluating the work of custodial and facility maintenance personnel.
- Operating and maintaining heating, cooling and ventilation equipment.
- Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment.
- Use of hand and power tools.
- Performing custodial and ground maintenance functions.
- Maintaining administrative records and implementing administrative functions (i.e. purchasing, department records, and so forth) in accordance with District and departmental requirements.
- Communicating and collaborating with other District personnel, building administrator(s), building staff, students and teachers in the care, security and maintenance of the facility.



CLASSIFICATION DESCRIPTION

TITLE: Engineer I

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
Lift & Carry:				
Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.			√	
Up to 100 lbs.		√		
More than 100 lbs.		√		
General Environmental Conditions:				
Work is typically performed indoors but the job does require some outdoor work in all types of weather conditions. Duties may involve work with chemicals, working with or around mechanical parts, and some exposure to disagreeable fumes or airborne particles.				
General Physical Conditions:				
Work can be generally characterized as:				
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.				

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:
 Description revised by BCC, 1/02. Updated by Facilities and HR 10-04-18. Updated by HR on 10/22/18. Updated by HR on 11/01/18.

Engineer II

FLSA Classification

Non-Exempt

Pay Grade

National Conference of Fireman and Oilers, Local 956, Pay Group 15

Reports to

Supervisor of Operations/Facilities Manager

Accountable for (Job Titles)

Second Shift Engineer I, Custodian I/II/III

Summary

The Engineer II is responsible for the general operation, heating, cooling, ventilation, preventive maintenance, and custodial care of assigned buildings and grounds. The Engineer I is responsible for maintaining a facility/building of square footage of 70,001 – 180,000. Employees in this classification are expected to perform minor carpentry, plumbing, HVAC, or other repair work, along with providing trouble shooting assessments in these areas as related to property damage control, as long as the employee is properly trained to complete such duties and the duties so not legally require completion by a licensed individual. The Engineer II is responsible for scheduling of work assignments, determining work priorities, and staff evaluations of a small staff, including a Second Shift Engineer I and Custodians I/II/III. The Engineer II does not have the supervisory authority to initiate other personnel actions.

Essential functions

- Operates and maintains boilers, heating and cooling along with buildings ventilation systems in accordance with Facilities Management directives, state laws and regulations. Examples of types of tasks in this category are:
 - Fires, operates, and maintains boilers.
 - Adjusts and make minor repairs on thermostats and other HVAC related equipment.
 - Lubricates equipment.
 - Checks belts and replaces if needed.
 - Monitors the system to ensure efficiency.
 - Operates the energy management computer system to maintain and track the preventive maintenance program.
- Responsible for the maintenance and security of school facilities and property. Performs and directs others in performing custodial duties and operating snow removal equipment. Inspects playground equipment, roof and other areas of the building to assess needs and maintenance requirements. Operates and ensures proper operations of current and future building security and technological systems (such as door controls,

bells, lighting, alarm panels, etc.) Reports needs beyond the capabilities of building personnel.

- Responsible for performing, directing, and monitoring staff activities, schedules and priorities in the cleaning, care, and maintenance of building facilities and grounds in accordance with the standard procedures and guidelines established by Facilities Management and directions of the building principal. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed, provides direction to other operations staff, and evaluates the performance of assigned operation staff excluding initiating personnel actions.
- Conducts preventive scheduled maintenance activities on equipment, motors, fixtures, appliances or system equipment (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within the building. Detects and makes routine repairs and monitors the repairs made by vendors or other District staff.
- Works closely with Facilities Management personnel, the building principal, and school staff on issues pertaining to building safety, security, scheduling issues, building code regulations, capital projects, maintenance projects, custodial or set up needs.
- Submits requests to order and purchase supplies, cleaning materials and equipment necessary to maintain facilities and grounds properly. Monitors and submits purchase requests in accordance with the established building maintenance budget.
- Documents, records or prepares fuel reports, work orders, staff timesheets, inspection sheets, safety procedures or other documentation/reports required or as directed.
- Performs other duties of a comparable level or type.

Minimum Qualifications

- Requires a minimum of a high school diploma or GED
- Two years previous experience as an Engineer I or previously related custodial, facility maintenance and/or boiler operation experience
- Or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements

- First Class C Boilers License in the State of Minnesota

Knowledge Requirements

- Basic fundamentals and operational principles involving combustion, mechanical, electrical and HVAC equipment and systems.
- Operational fundamentals of the equipment and supplies used in custodial and ground maintenance.
- General District administrative procedures, rules and guidelines pertaining to such areas as personnel, purchasing, contract services, safety and risk management.
- State laws and requirements governing licensing and operation of HVAC equipment and systems.
- Basic understanding of supervisory practices and fundamentals.

Skill Requirements

- Directing, assisting, scheduling, planning, monitoring and evaluating the work of assigned facilities management staff.
- Operating and maintaining heating, cooling and ventilation equipment.
- Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment Use of energy management, word processing and electronic spreadsheet software applications.
- Use of hand and power tools.
- Performing custodial and ground maintenance functions.
- Maintaining administrative records and implementing administrative directives (i.e. purchasing, department records, and so forth) in accordance with District and departmental requirements.
- Communicating and collaborating with other District personnel, building administrator(s), building staff, students and teachers in the care, security and maintenance of the facility.

Work environment

Work is typically performed indoors but the job does require some outdoor work in all types of weather conditions. Duties may involve work with chemicals, working with or around mechanical parts, and some exposure to disagreeable fumes or airborne particles.

Physical demands

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
Lift & Carry: Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.			√	
Up to 100 lbs.		√		
More than 100 lbs.		√		

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Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Description revised by BCC, 1/02. Updated by Facilities Management and HR 2/2021



CLASSIFICATION DESCRIPTION

TITLE: Engineer II

Title of Immediate Supervisor: Primary -Supervisor of Building Operations Secondary -Building Principal	Department: Building Operations Facilities Management	FLSA Status: Non-Exempt
Accountable For (Job Titles): Fireperson I, Pool Custodian & Custodians Custodian II and Maintenance Custodian		Pay Grade Assignment: National Conference of Firemen and Oilers, Local No. 956, Pay Group 15

Comment [LJK1]: The department name is Facilities Management

Comment [LJK2]: Old position titles. These positions are no longer used OR no longer assigned to the elementary schools.

Comment [LJK3]: Current job titles for maintenance positions at the Engineer II level elementary schools. Consistent with Collective Bargaining Agreement (CBA) and approved by CS Board.

General Summary or Purpose Of Job:

The Engineer II assumes responsibility for and participates in the general operation; preventive maintenance; custodial care of assigned building and grounds; the heating, cooling and ventilation of the building. Positions assigned to this classification have responsibility for directing a small staff (2-5) comprised of ~~Pool Custodians and Firepersons I~~ and Maintenance Custodians including the scheduling of work assignments, determining work priorities, ~~coordinating special projects~~, staff evaluations but does not have the authority to initiate other personnel actions. The Engineer II classification is part of a classification series comprised of four levels. Positions assigned to the Engineer II differ from Engineer I in that the Engineer II is typically assigned facilities of larger square footage (e.g. ~~75,000~~ 70,001 – 180,000 sq. ft.) and typically require a larger number of staff to maintain the additional square footage ~~or also have to perform maintenance for a swimming pool.~~ The difference between positions assigned to Engineer II vs. Engineer III is primary related to the size of the facility and the greater diversity of staff required to properly maintain and service the needs of the assigned building.

Comment [LJK4]: See above comments regarding position titles and positions at the schools.

Comment [LJK5]: School size per Article 28 of the CBA.

Comment [LJK6]: Elementary schools do not have pools.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Operates and maintains steam boiler heating systems and ventilation systems in accordance with state laws and regulations. <ul style="list-style-type: none"> ▪ Fires. Operates and maintains Fires boilers ▪ Punches flues ▪ Adjusts thermostats ▪ Greases and oils motors Lubricates equipment ▪ Checks belts and replace if needed ▪ Monitors the system to ensure efficiency ▪ Operates the energy management computer system to maintain and track the preventive maintenance program. 	Daily 15%

Comment [LJK7]: Boilers are no longer steam boilers.

Comment [LJK8]: Boilers no longer need to be "fired". They are operated and maintained. 10-31-18 note: Agreed with union to leave Fires in this duty.

Comment [LJK9]: Old language, Engineers no longer punch flues.

Comment [LJK10]: Update term to lubricate equipment to bring in line with work done.



CLASSIFICATION DESCRIPTION

TITLE: Engineer II

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
2.	Assists in the maintenance of school facilities and property. Assists in performing custodial duties and operating snow removal equipment. Inspects playground equipment, roof and other areas of the building to assess needs and maintenance requirements. Operates door controls and ensure building security system proper operation. Operates bells system, building lighting, master clocks program, work order system, fire and smoke alarm panels, and other building systems (and/or other related current and future technology changes). Reports needs beyond the capabilities of building personnel.	Daily 30 45%
3.	Directs and monitors staff activities, schedules and priorities in the cleaning, care, and maintenance of building facilities and grounds in accordance with the standard procedures and guidelines established by Building Operations and directions of the Building Principal. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed and evaluates the performance of staff. Performs other lead responsibilities that do not involve initiating personnel actions.	Daily 10 10%
4.	Conducts preventive scheduled maintenance activities on equipment, motors, fixtures, appliances or system equipment (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within the building. Detects and makes routine repairs and/or schedules and monitors the repairs make by vendors or other District staff.	Monthly 10%
5.	Monitors and ensures the swimming pool and related facilities are properly maintained and serviced. Tests and conducts required water tests to ensure proper chemical balances in accordance with Health Department regulations and standards and makes adjustments as needed.	Daily 10%
6.	Works closely with Building Operations personnel, the building principal, and school staff on issues pertaining to building safety, security, scheduling issues, building code regulations capital projects, maintenance projects, custodial or set up needs.	Daily 10 15%
7.	Orders and purchases supplies, cleaning materials and equipment necessary to maintain building properly. Monitors and purchases needs in accordance with the established building maintenance budget.	Weekly 5%
8.	Documents, records or prepares fuel reports, work orders, staff timesheets, inspection sheets, safety procedures or other documentation/reports required.	Daily 10%

Comment [LJK11]: Security is and has been a duty for a long time, this line formalizes the work in the job description.

Comment [LJK12]: Elementary schools no longer have pools. Duty not performed.



CLASSIFICATION DESCRIPTION

TITLE: Engineer II

9.

Performs other duties of a comparable level or type.

As required

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma and two years previous experience as an Engineer I or related experience directing the custodial and maintenance activities of a large facility; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements (prior to job entry):

~~First Class C Boilers License (required)~~

~~Class "C" Boiler License in the State of Minnesota (Required)~~

~~Certified Pool Operators License (Required)~~

Comment [LJK13]: Chief C license is not required for the size boilers at the elementary schools. The District is requiring the First Class C Boiler license for the Engineer II position which meets or exceeds the state guidelines. Elementary schools do not have pools, therefore no need for a pool license.

Knowledge Requirements:

Requires knowledge of:

- Basic fundamentals and operational principles involving combustion, mechanical, electrical and HVAC equipment and systems.
- Operational fundamentals of the equipment and supplies used in custodial and ground maintenance.
- General District administrative procedures, rules and guidelines pertaining to such areas as personnel, purchasing, contract services, safety and risk management.
- State laws and requirements governing licensing and operation of HVAC equipment and systems.
- ~~State laws and health guidelines pertaining to the operation and maintenance of swimming pools.~~
- Basic understanding of supervisory practices and fundamentals.

Comment [LJK14]: Elementary schools do not have pools.

Skill Requirements:

Skilled in:

- Leading, scheduling, planning, monitoring and evaluating the work of custodial and facility maintenance personnel.
- Operating and maintaining heating, cooling and ventilation equipment.
- Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment.
- ~~Maintaining, monitoring and servicing swimming pools in accordance with regulations and standards.~~
- Use of hand and power tools.
- Performing custodial and ground maintenance functions.
- Maintaining administrative records and implementing administrative functions (i.e. purchasing, department records, etc.) in accordance with District and departmental requirements.
- Communicating and collaborating with other district personnel, building administrator(s), building staff, students and teachers in the care, security and maintenance of the facility.

Comment [LJK15]: Elementary schools do not have pools.



CLASSIFICATION DESCRIPTION

TITLE: Engineer II

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
Lift & Carry:				
Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.			√	
Up to 100 lbs.		√		
More than 100 lbs.		√		
General Environmental Conditions:				
Work is typically performed indoors but the job does require some outdoor work in all types of weather conditions. Duties may involve work with chemicals, working with or around mechanical parts, and some exposure to disagreeable fumes or airborne particles.				
General Physical Conditions:				
Work can be generally characterized as:				
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.				

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:
 Description revised by BCC, 1/02. Updated by Facilities and HR 10-04-18, Updated by HR on 10/22/18. Updated by HR on 11/01/18

Engineer III

FLSA Classification

Non-Exempt

Pay Grade

National Conference of Fireman and Oilers, Local 956, Pay Group 17; Sites with pools, Pay Group 17A

Reports to

Supervisor of Operations/Facilities Manager

Accountable for (Job Titles)

Second Shift Engineer II, Pool Custodian, Custodian I/II/III

Summary

The Engineer III is responsible for the general operation, heating, cooling, ventilation, preventive maintenance, and custodial care of assigned buildings and grounds. The Engineer I is responsible for maintaining a facility/building of square footage of 180,001 – 240,000. Employees in this classification are expected to perform minor carpentry, plumbing, HVAC, or other repair work, along with providing trouble shooting assessments in these areas as related to property damage control, as long as the employee is properly trained to complete such duties and the duties so not legally require completion by a licensed individual. The Engineer III is responsible for scheduling of work assignments, determining work priorities, and staff evaluations of a small staff, including a Second Shift Engineer II and Custodians I/II/III. The Engineer III does not have the supervisory authority to initiate other personnel actions.

Essential functions

- Operates and maintains boilers, heating and cooling along with buildings ventilation systems in accordance with Facilities Management directives, state laws and regulations. Examples of types of tasks in this category are:
 - Fires, operates, and maintains boilers.
 - Adjusts and make minor repairs on thermostats and other HVAC related equipment.
 - Lubricates equipment.
 - Checks belts and replaces if needed.
 - Monitors the system to ensure efficiency.
 - Operates the energy management computer system to maintain and track the preventive maintenance program.
- Responsible for the maintenance and security of school facilities and property. Performs and directs others in performing custodial duties and operating snow removal equipment. Inspects playground equipment, roof and other areas of the building to assess needs and maintenance requirements. Operates and ensures proper operations of current and future building security and technological systems (such as door controls,

bells, lighting, alarm panels, etc.) Reports needs beyond the capabilities of building personnel.

- Responsible for performing, directing, and monitoring staff activities, schedules and priorities in the cleaning, care, and maintenance of building facilities and grounds in accordance with the standard procedures and guidelines established by Facilities Management and directions of the building principal. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed, provides direction to other operations staff, and evaluates the performance of assigned operation staff excluding initiating personnel actions.
- Conducts preventive scheduled maintenance activities on equipment, motors, fixtures, appliances, or system equipment (i.e., boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within the building. Detects and makes routine repairs and monitors the repairs made by vendors or other District staff.
- Works closely with Facilities Management personnel, the building principal, and school staff on issues pertaining to building safety, security, scheduling issues, building code regulations, capital projects, maintenance projects, custodial or set up needs.
- Submits requests to order and purchase supplies, cleaning materials and equipment necessary to maintain facilities and grounds properly. Monitors and submits purchase requests in accordance with the established building maintenance budget.
- Documents, records or prepares fuel reports, work orders, staff timesheets, inspection sheets, safety procedures or other documentation/reports required or as directed.
- Performs other duties of a comparable level or type.

Minimum Qualifications

- Requires a minimum of a high school diploma or GED
- Two years previous experience as an Engineer I or II or previously related custodial, facility maintenance and/or boiler operation experience
- Or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements

- First Class C Boilers License in the State of Minnesota
- Certified Pool Operators License (required, except for Engineer III position at Historic Old Central High School (HOCHS) Building)
- Certified Building Operator (BOC) Level 1 (required)

Knowledge Requirements

- Basic fundamentals and operational principles involving combustion, mechanical, electrical and HVAC equipment and systems.
- Operational fundamentals of the equipment and supplies used in custodial and ground maintenance.
- General District administrative procedures, rules and guidelines pertaining to such areas as personnel, purchasing, contract services, safety and risk management.
- State laws and requirements governing licensing and operation of HVAC equipment and systems.

- Basic understanding of supervisory practices and fundamentals.

Skill Requirements

- Directing, assisting, scheduling, planning, monitoring and evaluating the work of assigned facilities management staff.
- Operating and maintaining heating, cooling and ventilation equipment.
- Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment Use of energy management, word processing and electronic spreadsheet software applications.
- Use of hand and power tools.
- Performing custodial and ground maintenance functions.
- Maintaining administrative records and implementing administrative directives (i.e. purchasing, department records, and so forth) in accordance with District and departmental requirements.
- Communicating and collaborating with other District personnel, building administrator(s), building staff, students and teachers in the care, security and maintenance of the facility.

Work environment

Work is typically performed indoors but the job does require some outdoor work in all types of weather conditions. Duties may involve work with chemicals, working with or around mechanical parts, and some exposure to disagreeable fumes or airborne particles.

Physical demands

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
Lift & Carry:				
Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.			√	
Up to 100 lbs.		√		
More than 100 lbs.		√		



Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Description revised by BCC, 1/02. Updated by Facilities Management and HR 2/2021



CLASSIFICATION DESCRIPTION

TITLE: Engineer III

<p><u>Title of Immediate Supervisor:</u> Supervisor of Building Operations/Facilities Manager</p>	<p><u>Department:</u> Facilities Management</p>	<p><u>FLSA Status:</u> Non-Exempt</p>
<p><u>Accountable For (Job Titles):</u> Fireperson II, Pool Custodian, School Custodian II</p>		<p><u>Pay Grade Assignment:</u> National Conference of Firemen and Oilers, Local 956, Pay Group 17; Sites with pools, Pay Group 17a</p>

General Summary or Purpose Of Job:

The Engineer III assumes responsibility for and participates in the general operation, preventive maintenance, and custodial care of assigned buildings and grounds along with the heating, cooling and ventilation of assigned facilities. Positions assigned to this classification have responsibility for directing a small staff (5-7) and for maintaining a medium size facility/building staffed with **Fireperson II, Pool Custodian, School Custodian IIs** including the scheduling of work assignments, determining work priorities, and staff evaluations but do not have the authority to initiate other personnel actions as a supervisor. The Engineer III classification is part of a classification series comprised of four levels. Positions assigned to the Engineer III differ from Engineer II in that the Engineer III is typically assigned facilities of larger square footage (e.g. 180,001 to 240,000 sq. ft.) , school with pools have to perform maintenance for a swimming pool, and typically requires a larger number of staff to maintain the additional square footage. The difference between positions assigned to Engineer III vs. Engineer IV is primary related to the size of the facility and the greater diversity of staff required to properly maintain and service the needs of the assigned building at the Engineer IV level.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	<p>. Operates and maintains boilers, heating and cooling along with buildings ventilation systems in accordance with Facilities Management directives, state laws and regulations. Examples of types of tasks in this category are:</p> <ul style="list-style-type: none"> ▪ Fires, operates and maintains boilers ▪ Adjusts and make minor repairs on thermostats and other HVAC related equipment ▪ Lubricates equipment ▪ Checks belts and replaces if needed ▪ Monitors the system to ensure efficiency <p>Operates the energy management computer system to maintain and track the preventive maintenance program.</p>	Daily



CLASSIFICATION DESCRIPTION

TITLE: Engineer III

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
2.	Performs the maintenance and security of school facilities and property. Performs and directs others in performing custodial duties and operating snow removal equipment. Inspects playground equipment, roof and other areas of the building to assess needs and maintenance requirements. Operates and ensures proper operations of current and future building security and technological systems (such as door controls, bells, lighting, alarm panels, etc.). Reports needs beyond the capabilities of building personnel.	Daily
3.	Performs , directs and monitors staff activities, schedules and priorities in the cleaning, care, and maintenance of building facilities and grounds in accordance with the standard procedures and guidelines established by Facilities Management and directions of the building principal. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed, provides direction to other operations staff, and evaluates the performance of assigned operation staff excluding initiating personnel actions.	Daily
4.	Conducts preventive scheduled maintenance activities on equipment, motors, fixtures, appliances or system equipment (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within the building. Detects and makes routine repairs and monitors the repairs made by vendors or other District staff.	Monthly
5.	Monitors and ensures the swimming pool and related facilities are properly maintained and serviced. Tests and conducts required water tests to ensure proper chemical balances in accordance with Health Department regulations and standards and makes adjustments as needed.	Daily
6.	Works closely with Facilities Management personnel, the building principal, and school staff on issues pertaining to building safety, security, scheduling issues, building code regulations, capital projects, maintenance projects, custodial or set up needs.	Daily
7.	Submits requests to order and purchase supplies, cleaning materials and equipment necessary to maintain facilities and grounds properly. Monitors and submits purchase requests in accordance with the established building maintenance budget.	Weekly
8.	Documents, records or prepares fuel reports, work orders, staff timesheets, inspection sheets, safety procedures or other documentation/reports required or as directed.	Daily
9.	Performs other duties of a comparable level or type.	As required



CLASSIFICATION DESCRIPTION

TITLE: Engineer III

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or equivalent and two years previous experience as an Engineer I or II or previously related custodial, facility maintenance and/or boiler operation experience; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements:

First Class C Boiler License in the State of Minnesota (required)
Certified Pool Operators License (required, except for Engineer III position at Historic Old Central High School (HOCHS) Building)
Certified Building Operator (BOC) Level 1 (required)

Knowledge Requirements:

Requires knowledge of:

- Basic fundamentals and operational principles involving combustion, mechanical, electrical and HVAC equipment and systems.
- Operational fundamentals of the equipment and supplies used in custodial and ground maintenance.
- General District administrative procedures, rules and guidelines pertaining to such areas as personnel, purchasing, contract services, safety and risk management.
- State laws and requirements governing licensing and operation of HVAC equipment and systems.
- State laws and health guidelines pertaining to the operation and maintenance of swimming pools.
- Basic understanding of supervisory practices and fundamentals.

Skill Requirements:

Skilled in:

- Directing, assisting, scheduling, planning, monitoring and evaluating the work of assigned facilities management staff.
- Operating and maintaining heating, cooling and ventilation equipment.
- Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment.
- Maintaining, monitoring and servicing swimming pools in accordance with regulations and standards.
- Use of hand and power tools.
- Performing custodial and ground maintenance functions.
- Maintaining administrative records and implementing administrative functions (i.e. purchasing, department records, etc.) in accordance with District and departmental requirements.
- Communicating and collaborating with other district personnel, building administrator(s), building staff, students and teachers in the care, security and maintenance of the facility.



CLASSIFICATION DESCRIPTION

TITLE: Engineer III

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
Lift & Carry: Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.			√	
Up to 100 lbs.		√		
More than 100 lbs.		√		
General Environmental Conditions:				
Work is typically performed indoors but the job does require some outdoor work in all types of weather conditions. Duties may involve work with chemicals, working with or around mechanical parts, and some exposure to disagreeable fumes or airborne particles.				
General Physical Conditions:				
Work can be generally characterized as:				
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.				

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History: Description revised by BCC, 1/02. Updated by Facilities Management and HR 2/4/2019
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Engineer IV

FLSA Classification

Non-Exempt

Pay Grade

National Conference of Fireman and Oilers, Local 956, Pay Group 19

Reports to

Supervisor of Operations/Facilities Manager

Accountable for (Job Titles)

Second Shift Engineer II, Custodian I/II/III

Summary

The Engineer IV is responsible for the general operation, heating, cooling, ventilation, preventive maintenance and custodial care of assigned buildings and grounds. The Engineer IV is responsible for maintain a facility/building of square footage of 240,001 to 340, 000. Employees in this classification are expected to perform minor carpentry, plumbing, HVAC, or other repair work, along with providing troubleshooting assessments in these areas as related to property damage control, as long as the employee is properly trained to complete such duties and the duties do not legally require completion by a licensed individual. The Engineer IV is responsible for scheduling of work assignments, determining work priorities, and staff evaluations of a small staff, including a Second Shift Engineer II and Custodians I/II/III. The Engineer IV does not have the supervisory authority to initiate other personnel actions.

Essential functions

- Operates and maintains boilers, heating and cooling along with buildings ventilation systems in accordance with Facilities Management directives, state laws and regulations. Examples of types of tasks in this category are:
 - Fires, operates, and maintains boilers.
 - Adjusts and make minor repairs on thermostats and other HVAC related equipment.
 - Lubricates equipment.
 - Checks belts and replaces if needed.
 - Monitors the system to ensure efficiency.
 - Operates the energy management computer system to maintain and track the preventive maintenance program.
- Responsible for the maintenance and security of school facilities and property. Performs and directs others in performing custodial duties and operating snow removal equipment. Inspects playground equipment, roof and other areas of the building to assess needs and maintenance requirements. Operates and ensures proper operations of current and future building security and technological systems (such as door controls,

bells, lighting, alarm panels, etc.) Reports needs beyond the capabilities of building personnel.

- Responsible for performing, directing, and monitoring staff activities, schedules and priorities in the cleaning, care, and maintenance of building facilities and grounds in accordance with the standard procedures and guidelines established by Facilities Management and directions of the building principal. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed, provides direction to other operations staff, and evaluates the performance of assigned operation staff excluding initiating personnel actions.
- Conducts preventive scheduled maintenance activities on equipment, motors, fixtures, appliances or system equipment (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within the building. Detects and makes routine repairs and monitors the repairs made by vendors or other District staff.
- Works closely with Facilities Management personnel, the building principal, and school staff on issues pertaining to building safety, security, scheduling issues, building code regulations, capital projects, maintenance projects, custodial or set up needs.
- Submits requests to order and purchase supplies, cleaning materials and equipment necessary to maintain facilities and grounds properly. Monitors and submits purchase requests in accordance with the established building maintenance budget.
- Documents, records or prepares fuel reports, work orders, staff timesheets, inspection sheets, safety procedures or other documentation/reports required or as directed.
- Performs other duties of a comparable level or type.

Minimum Qualifications

- Requires a minimum of a high school diploma or GED
- Two years previous experience as an Engineer I, II or III or previously related custodial, facility maintenance and/or boiler operation experience
- Or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements

- Chief Class C Boilers License in the State of Minnesota
- Certified Pool Operators
- Certified Building Operator (BOC) Level 1 (required)

Knowledge Requirements

- Basic fundamentals and operational principles involving combustion, mechanical, electrical and HVAC equipment and systems.
- Operational fundamentals of the equipment and supplies used in custodial and ground maintenance.
- General District administrative procedures, rules and guidelines pertaining to such areas as personnel, purchasing, contract services, safety and risk management.
- State laws and requirements governing licensing and operation of HVAC equipment and systems.
- Basic understanding of supervisory practices and fundamentals.

Skill Requirements

- Directing, assisting, scheduling, planning, monitoring and evaluating the work of assigned facilities management staff.
- Operating and maintaining heating, cooling and ventilation equipment.
- Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment Use of energy management, word processing and electronic spreadsheet software applications.
- Use of hand and power tools.
- Performing custodial and ground maintenance functions.
- Maintaining administrative records and implementing administrative directives (i.e. purchasing, department records, and so forth) in accordance with District and departmental requirements.
- Communicating and collaborating with other District personnel, building administrator(s), building staff, students and teachers in the care, security and maintenance of the facility.

Work environment

Work is typically performed indoors but the job does require some outdoor work in all types of weather conditions. Duties may involve work with chemicals, working with or around mechanical parts, and some exposure to disagreeable fumes or airborne particles.

Physical demands

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
Lift & Carry:				
Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.			√	
Up to 100 lbs.		√		
More than 100 lbs.		√		

ISD
60709
Duluth
Public Schools

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Description revised by BCC, 1/02. Updated by Facilities Management and HR 2/2021



CLASSIFICATION DESCRIPTION

TITLE: Engineer IV

<p><u>Title of Immediate Supervisor:</u> Supervisor of Building Operations/Facilities Manager</p>	<p><u>Department:</u> Facilities Management</p>	<p><u>FLSA Status:</u> Non-Exempt</p>
<p><u>Accountable For (Job Titles):</u> Fireperson II, School Custodian II</p>		<p><u>Pay Grade Assignment:</u> National Conference of Firemen and Oilers, Local No. 956, Pay Group 18</p>

General Summary or Purpose Of Job:

The Engineer IV assumes responsibility for and participates in the general operation, preventive maintenance, and custodial care of assigned buildings and grounds along with the heating, cooling and ventilation of assigned facilities. Positions assigned to this classification have responsibility for directing a large staff (7 or more) and for maintaining a larger facility/building staffed with **Fireperson II and School Custodian IIs** including the scheduling of work assignments, determining work priorities, and staff evaluations but do not have the authority to initiate other personnel actions as a supervisor. The Engineer IV classification is the highest level within a classification series comprised of four levels. Positions assigned to the Engineer IV differ from Engineer III in that the Engineer IV is typically assigned the largest facilities (e.g. 240,001 or 340,000.) that typically require a larger number of staff to maintain the additional square footage.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	<p>Operates and maintains boilers, heating and cooling along with buildings ventilation systems in accordance with Facilities Management directives, state laws and regulations. Examples of types of tasks in this category are:</p> <ul style="list-style-type: none"> ▪ Fires, operates and maintains boilers ▪ Adjusts and make minor repairs on thermostats and other HVAC related equipment ▪ Lubricates equipment ▪ Checks belts and replaces if needed ▪ Monitors the system to ensure efficiency ▪ Operates the energy management computer system to maintain and track the preventive maintenance program. 	Daily



CLASSIFICATION DESCRIPTION

TITLE: Engineer IV

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
2.	Performs the maintenance and security of school facilities and property. Performs and directs others in performing custodial duties and operating snow removal equipment. Inspects playground equipment, roof and other areas of the building to assess needs and maintenance requirements. Operates and ensures proper operations of current and future building security and technological systems (such as door controls, bells, lighting, alarm panels, etc.). Reports needs beyond the capabilities of building personnel.	Daily
3.	Performs , directs and monitors staff activities, schedules and priorities in the cleaning, care, and maintenance of building facilities and grounds in accordance with the standard procedures and guidelines established by Facilities Management and directions of the building principal. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed, provides direction to other operations staff, and evaluates the performance of assigned operation staff excluding initiating personnel actions.	Daily
4.	Conducts preventive scheduled maintenance activities on equipment, motors, fixtures, appliances or system equipment (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within the building. Detects and makes routine repairs and monitors the repairs made by vendors or other District staff.	Monthly
5.	Works closely with Facilities Management personnel, the building principal, and school staff on issues pertaining to building safety, security, scheduling issues, building code regulations, capital projects, maintenance projects, custodial or set up needs.	Daily
6.	Submits requests to order and purchase supplies, cleaning materials and equipment necessary to maintain facilities and grounds properly. Monitors and submits purchase requests in accordance with the established building maintenance budget.	Daily
7.	Documents, records or prepares fuel reports, work orders, staff timesheets, inspection sheets, safety procedures or other documentation/reports required or as directed.	Weekly
8.	Performs other duties of a comparable level or type.	As required



CLASSIFICATION DESCRIPTION

TITLE: Engineer IV

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or equivalent and two years previous experience as an Engineer I, II, or III or previous related custodial, facility maintenance and/or boiler operation experience ; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements:

Chief Class "C" Boiler License in the State of Minnesota (required)

Certified Pool Operators License (required)

Certified Building Operator (BOC) Level 1 (required)

Knowledge Requirements:

Requires knowledge of:

- Basic fundamentals and operational principles involving combustion, mechanical, electrical and HVAC equipment and systems.
- Operational fundamentals of the equipment and supplies used in custodial and ground maintenance.
- General District administrative procedures, rules and guidelines pertaining to such areas as personnel, purchasing, contract services, safety and risk management.
- State laws and requirements governing licensing and operation of HVAC equipment and systems.
- State laws and health guidelines pertaining to the operation and maintenance of swimming pools.
- Basic understanding of supervisory practices and fundamentals.

Skill Requirements:

Skilled in:

- Directing, assisting, scheduling, planning, monitoring and evaluating the work of assigned facilities management staff.
- Operating and maintaining heating, cooling and ventilation equipment.
- Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment.
- Maintaining, monitoring and servicing swimming pools in accordance with regulations and standards.
- Use of hand and power tools.
- Performing custodial and ground maintenance functions.
- Maintaining administrative records and implementing administrative functions (i.e. purchasing, department records, and so forth) in accordance with District and departmental requirements.
- Communicating and collaborating with other district personnel, building administrator(s), building staff, students and teachers in the care, security and maintenance of the facility.



CLASSIFICATION DESCRIPTION

TITLE: Engineer IV

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
Lift & Carry: Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.			√	
Up to 100 lbs.		√		
More than 100 lbs.		√		

General Environmental Conditions:
Work is typically performed indoors but the job does require some outdoor work in all types of weather conditions. Duties may involve work with chemicals, working with or around mechanical parts, and some exposure to disagreeable fumes or airborne particles.
General Physical Conditions:
Work can be generally characterized as:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:
Description revised by BCC, 1/02. Updated by Facilities Management and HR 2/4/2019

Heating/Ventilation & School Equipment Maintenance Mechanic

FLSA Classification

Non-Exempt

Pay Grade

National Conference of Fireman and Oilers, Local 956, Pay Group 18

Reports to

Facilities Manager or assigned Facilities Management Supervisorial Designee

Summary

Position is to perform skilled work in the maintenance, and repair of school mechanical systems, and other building equipment for District properties, including but not limited to, heating, ventilation, and dehumidification systems, pools and related pool equipment, dust collection and other contaminant exhaust systems. In addition, perform preventative maintenance and regularly inspect equipment and repair any problem before it causes damage or breakdown. This may include inspecting belts, checking fluid levels, or replacing filters. Must be able to work hand in hand with other District personnel to evaluate and troubleshoot equipment. Must also have knowledge of electricity, -, and other building trade knowledge as needed to properly maintain District property.

Essential functions

- Use of proper tools to measures airflow or water flow in ventilation or heating systems. Adjusts and balances ventilation or heating systems to provide sufficient heat gain in accordance with code requirements. Repairs and maintains as per manufacture recommendations hot water heating systems, dehumidification systems and related components. Ensures that HVAC equipment operates properly to provide occupant comfort and maximum energy efficiency. Performs related duties to accomplish these tasks. Cleans the building and performs general maintenance, including keeping building fixtures, lights, drinking fountains, and bathrooms in working order. Empty trash containers and pencil sharpeners; remove and replace trash liners in trash containers.
- Ensures that pools and associated piping, filtration systems, and controls operate properly. Assists in setting up and tearing down for building activities and events. Acquires additional assistance, if needed. Directs individuals to events and activities. Cleans areas after activities and events.
- Removes and disposes of asbestos-containing materials. Ensures that proper clothing and masks are worn when removing asbestos materials. Distributes supplies and orders to teachers' rooms. Places supplies in the appropriate storage areas.
- Performs mechanical repairs, maintenance, and preventative maintenance on any and all equipment found in schools including safety equipment when qualified.
- Performs other duties of a comparable level or type.

Minimum Qualifications

- Requires a minimum of a high school diploma or GED
- 1 year of experience
- Or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements

- First Class C Boiler License (required)
- Chief C Engineer (Stationary) license (preferred)
- Universal CFC card (preferred)
- Minnesota Class D Driver's license (Required)
- Asbestos Site Supervisor certification (Preferred)
- Certified Pool/Spa Operator (must obtain within 6 months of job entry)

Knowledge Requirements

- Methods, materials, tools and equipment used in stationary engineer work.
- Operation, maintenance and repair of boilers, pumps and ventilating systems.
- Basic electricity.
- Safety rules and safe work practices.
- Heating, ventilation, and air conditioning systems, pipe repair, traps, & pump repair, steam and hot water systems, including ducting, heating coils, dampers, fan systems, damper motors, filters, air flow and indoor air quality measurement.
- Small motor repair and school equipment maintenance and repair.
- Procedures to mix chemicals for swimming pools and boilers.
- Energy management systems, related software and control equipment.
- Pneumatic systems, air compressors, air dryers, calibration of pneumatic controls; airline piping and air compressor systems.
- Pool systems, pool piping, filtration, exchangers, pumps, flows, and chemicals, such as for boilers and steam lines.
- Vacuum systems and safety valves.
- Proper techniques for working with asbestos and pertaining laws.

Skill Requirements

- As related to boiler and piping systems, threading, soldering, pipe installation methods, and mixing and using chemicals.
- Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment.
- Ability to utilize and operate water and air flow test equipment.
- Ability to work from shop drawings and specifications.
- Ability to maintain a harmonious working relationship with other employees.
- Using wrenches and other hand tools, portable tools and power equipment necessary to safely and efficiently maintain all building components, including heating, ventilating and related equipment.
- The ability to understand and use applicable EMS software to properly control or diagnose problems.

Work environment

Work is frequently performed near fumes or airborne particles, and with toxic or caustic cleaning chemicals. Occasionally, work is performed in wet or humid conditions (non-weather), near moving mechanical parts, in high or precarious places, and in outdoor weather conditions.

The typical noise level is considered to be moderate.

Physical demands

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				√
Walk				√
Sit	√			
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance				√
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell			√	
Lift & Carry: Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.				√
Up to 100 lbs.			√	
More than 100 lbs.		√		

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting.
Revised by Human Resources 4/2021

CLASSIFICATION DESCRIPTION

Heating/Ventilation & School Equipment Maintenance Mechanic



<p><u>Title of Immediate Supervisor:</u> Facilities Manager or assigned Facilities Management Supervisorial Designee</p>	<p><u>Department:</u> Facilities Management</p>	<p><u>FLSA Status:</u> Non-Exempt</p>
<p><u>Accountable For (Job Titles):</u></p>		<p><u>Pay Grade Assignment:</u> National Conference of Firemen & Oilers, Local No. 956, Pay Group 16</p>

General Summary or Purpose Of Job:

Position is to perform skilled work in the maintenance, and repair of school mechanical systems, and other building equipment for District properties, including but not limited to, heating, ventilation, and dehumidification systems, pools and related pool equipment, dust collection and other contaminant exhaust systems. In addition, perform preventative maintenance and regularly inspect equipment and repair any problem before it causes damage or breakdown. This may include inspecting belts, checking fluid levels, or replacing filters. Must be able to work hand in hand with other District personnel to evaluate and troubleshoot equipment. Must also have knowledge of electricity, -, and other building trade knowledge as needed to properly maintain District property.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Use of proper tools to measures airflow or water flow in ventilation or heating systems. Adjusts and balances ventilation or heating systems to provide sufficient heat gain in accordance with code requirements. Repairs and maintains as per manufacture recommendations hot water heating systems, dehumidification systems and related components. Ensures that HVAC equipment operates properly to provide occupant comfort and maximum energy efficiency. Performs related duties to accomplish these tasks.	Daily 60%
2.	Ensures that pools and associated piping, filtration systems, and controls operate properly.	Monthly 10%
3.	Removes and disposes of asbestos-containing materials. Ensures that proper clothing and masks are worn when removing asbestos materials.	Annual 5%

CLASSIFICATION DESCRIPTION

Heating/Ventilation & School Equipment Maintenance Mechanic



4.	Performs mechanical repairs, maintenance, and preventative maintenance on any and all equipment found in schools including safety equipment when qualified.	Monthly 20%
5.	Performs other duties of a comparable level or type.	As assigned

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or a GED certificate, and at least five years of experience working with building heating or ventilation systems; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements (prior to job entry):

- First Class C Boiler License (required)
- Chief C Engineer (Stationary) license (preferred)
- Universal CFC card (preferred)
- Minnesota Class D Driver's license (Required)
- Asbestos Site Supervisor certification (Preferred)
- Certified Pool/Spa Operator (must obtain within 6 months of job entry)

Knowledge Requirements:

Requires knowledge of:

- Methods, materials, tools and equipment used in stationary engineer work.
- Operation, maintenance and repair of boilers, pumps and ventilating systems.
- Basic electricity.
- Safety rules and safe work practices.
- Heating, ventilation, and air conditioning systems, pipe repair, traps, & pump repair, steam and hot water systems, including ducting, heating coils, dampers, fan systems, damper motors, filters, air flow and indoor air quality measurement.
- Small motor repair and school equipment maintenance and repair.
- Procedures to mix chemicals for swimming pools and boilers.
- Energy management systems, related software and control equipment.
- Pneumatic systems, air compressors, air dryers, calibration of pneumatic controls; airline piping and air compressor systems.
- Pool systems, pool piping, filtration, exchangers, pumps, flows, and chemicals, such as for boilers and steam lines.
- Vacuum systems and safety valves.
- Proper techniques for working with asbestos and pertaining laws.

CLASSIFICATION DESCRIPTION

Heating/Ventilation & School Equipment Maintenance Mechanic



Skill Requirements:

Skilled in:

- As related to boiler and piping systems, threading, soldering, pipe installation methods, and mixing and using chemicals.
- Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment.
- Ability to utilize and operate water and air flow test equipment.
- Ability to work from shop drawings and specifications.
- Ability to maintain a harmonious working relationship with other employees.
- Using wrenches and other hand tools, portable tools and power equipment necessary to safely and efficiently maintain all building components, including heating, ventilating and related equipment.
- The ability to understand and use applicable EMS software to properly control or diagnose problems.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				√
Walk				√
Sit	√			
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance				√
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell			√	
Lift & Carry: Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.				√
Up to 100 lbs.			√	
More than 100 lbs.		√		

General Environmental Conditions:

Work is constantly performed in wet or humid (non-weather) conditions, such as in boiler rooms, tunnels; near moving mechanical parts, such as pumps, fans, belts, or motors; in high or precarious places; in fumes or airborne particles, such as asbestos or dust; and, in extreme heat (non-weather related), such as in boiler rooms. Work is performed with toxic or caustic pool chemicals at times; where there is a risk of electrical shock when working with power tools; and, where vibration is present when using tools such as hammer drills. Occasionally, work is performed in outdoor weather conditions when working on roofs with exhaust fans and dampers.

CLASSIFICATION DESCRIPTION

Heating/Ventilation & School Equipment Maintenance Mechanic



The typical noise level is considered to be moderate, except in boiler or poolrooms where the level can be loud.

General Physical Conditions:

Work can be generally characterized as:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Repetitive twisting, bending and lifting are required.
Work is occasionally performed on ladders or scaffolding.

<u>Vision Requirements:</u> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

Job Classification History:

Classification reviewed and revised by Human Resources and Facilities Management July 2019.