

Human Resources Committee-Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, January 20, 2015

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

- | | |
|---|----------|
| 1. Staffing Report Action Items | 2 |
| 2. Other Action Items | |
| A. Approval of Paraprofessionals Collective Bargaining Agreement - dates
7/1/13-6/30/16 - Resolution #HR-1-15-3230 | 4 |
| B. Approval of Job Descriptions - see attached | 5 |
| 3. Informational Items | |
| A. There are no HR Informational Items at this time. | |
| 4. Future Items | |
| A. There are no HR Future Items at this time. | |

HUMAN RESOURCES ACTION ITEMS FOR: 1/20/15**CERT LEAVES**

HOWE, TREVOR
WARD, AMANDA
Total: 2

POSITION/LOCATION/LEAVE TYPE

INDUSTRIAL ART EDUC/ORDEAN-EAST MEDICAL LWOP CHANGE IN DATES TBD
SPEECH LANG PATHOLOGIST/MACARTHUR, PARENTAL W/O PAY, CHG IN DATES

EFFECTIVE DATES

11/10/14 2
11/10/14 12/05/14

CERT LONG TERM SUB

GILBERTSON, HEATHER
OLSEN, LARA
Total: 2

POSITION/LOCATION/CLASS & STEP/REPLACING

MATH/ORDEAN EAST, D PARO-STROTHER, TO BE DETERMINED
GR 4/LESTER, IV 8, C JAMAR, TO BE DETERMINED

EFFECTIVE DATES

12/02/14
12/08/14

CERT RETIREMENT

RADAKOVICH, MARGUERITE
Total: 1

POSITION/LOCATION

GR. 2 TEACHER/STOWE RESCIND RETIREMENT

EFFECTIVE DATES

01/31/15

NONCERT APPOINTMENT

FERAN, DELLA
STRATIOTI, DIANA
TOMAICH, DERICK
Total: 3

POSITION/LOCATION/WEEKS/RATE OF PAY/REASON

SCHOOL BUS DRIVER II/TRANSPORTATION, 25/38 WKS, \$14.15, S LATOUR
OFF SUP INTER/HOCHS/SPEC SERV 40/48 WKS, \$17.66/HR, N. VEGA,CHG IN TITLE
HEALTH PARA/LESTER, 31.25/38 WKS, \$14.49, NEW POSITION

EFFECTIVE DATES

12/19/14
11/14/14
12/08/14

NONCERT DEMOTION

LINDGREN, KYOSTI
Total: 1

POSITION/LOCATION/WEEKS/RATE OF PAY/REASON

INSTR PARA/LINCOLN, \$14.49 TO \$12.46

EFFECTIVE DATES

12/01/14 01/07/15

NONCERT LEAVES

CLEMENTS, GREGORY
FALK, KAREN
Total: 2

POSITION/LOCATION/TYPE OF LEAVE

SUPERVISORY PARA/LINCOLN "A" PERSONAL LWOP
SPECIAL ED PROG PARA/WOODLAND HILLS "A" PERSONAL LWOP

EFFECTIVE DATES

04/13/15 04/17/15
12/03/14 12/05/14

NONCERT LONG TERM SUB

HANSON, GLENN
WIEMANN, BARBARA
Total: 2

POSITION/LOCATION/RATE OF PAY/REPLACING

HELPER/EAST, 15/38 WKS, \$10.30/HR, J PFEIFFER
HELPER/EAST, 15/38 WKS, \$10.30, P MIGHELL

EFFECTIVE DATES

12/08/14 06/04/15
12/11/14 06/04/15

NONCERT PERM DECREASE

CAMERON, WILLIE
Total: 1

POSITION/LOCATION/CONDITION

SPECIAL ED BW PARA/DENFELD .90625 TO.8125

EFFECTIVE DATES

11/10/14 06/05/15

NONCERT PROMOTION

MCLEOD, CINDY
Total: 1

NEW POSITION/LOCATION/OLD POSTION/LOCATION/RATE OF PAY

EXEC ASST/HOCHS/FINANCE, OFFICE SUPPORT SR/HOCHS IND EDUC, \$18.81/HR

EFFECTIVE DATES

12/04/14

NONCERT RESIGNATION

BROADWELL, JODI
HANSON, NANCY
MIGHELL, PATRICIA
Total: 3

POSITION/LOCATION

INSTRUCTIONAL PARA/PIEDMONT HEADSTART
FIELD SUPPORT/TECHNOLOGY/HOCHS
FOOD SERVICE/HELPER/EAST - RESIGNATION W/O NOTICE

EFFECTIVE DATES

01/15/15
01/02/15
12/22/14

NONCERT RETIREMENT

DONALD, ROSEMARY
Total: 1

POSITION/LOCATION

OFFICE SUPPORT SENIOR/STOWE

EFFECTIVE DATES

03/27/15

NONCERT TEMP DECREASE

JOHNSON, ELIZABETH
Total: 1

POSITION/LOCATION/CONDITION

INSTR PARA/STOWE ECFE, .5 TO.49375

EFFECTIVE DATES

12/08/14 06/05/15

NONCERT TERMINATION

PFEIFFER, JAYME
Total: 1

POSITION/LOCATION

HELPER/EAST

EFFECTIVE DATES

12/01/14

NONCERT TEMP INCREASE

BAILEY, ROBERT
BROADWELL, JODI
CANFIELD-EVANSON, KRISTIN

POSITION/LOCATION/CONDITION

HELPER/EAST, .375 TO .40625
INSTR PARA/PIEDMONT HDST, .375 TO .49375
INSTR PARA/MYERS-WILKINS HDST, .375 TO .49375

EFFECTIVE DATES

12/01/14 06/05/15
11/10/14 01/15/15
11/10/14 06/05/15

<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
CLARK, KATHLEEN	INSTR PARA/STOWE HDST, .375 TO .49375	11/03/14 06/05/15
COLARETA, KARINA	INSTR PARA/MYERS-WILKINS HDST, .375 TO .49375	11/10/14 06/05/15
DAHMEN, DAKOTA	HELPER/EAST, .375 TO .40625	12/01/14 06 /05/15
DAWSON-HUMES, ANNE	INSTR PARA/BARNES HDST, .375 TO .49375	11/10/14 06/05/15
HALL, JEFFREY	SPECIAL ED PARA/HOMECROFT, .78125 TO .81250	11/23/14 06/04/15
HARTLEY, ATHENA	INSTR PARA/MYERS-WILKINS, .375 TO .49375	11/03/14 06/05/15
HENDRICKSON, RHONDA	SPECIAL ED STUDENT SPEC/STOWE, .78125 TO .8125	09/04/14 06/05/15
JONES, JENNIFER	INSTR PARA/MACARTHUR HDST, .375 TO .49375	11/10/14 06/05/15
KAPLAN, ELIZABETH	SPEC ED PARA/MYERS WILKINS .35 TO .45	12/15/14 05/28/15
MITCHELL, MARILYN	HELPER/EAST, .40625 TO .43750	12/01/14 06/05/15
PARLIN, COLLEEN	SPECIAL ED PARA/HOMECROFT, .78125 TO .81250	11/23/14 06/04/15
PAVLICH, YVONNE	HELPER/EAST, .40625 TO .43750	12/01/14 06/05/15
RUETSCHI, SHARON	HELPER/EAST, .375 TO .40625	12/01/14 06/05/15
SANDERS, KENDRA	HELPER/EAST, .375 TO .40625	12/01/14 06/05/15
SMITH, CINDY	HELPER/DENFELD, .4375 TO .46875	12/08/14 06/05/15
SYLVESTER, DAWN	HELPER/EAST, .375 TO .40625	12/01/14 06/05/15
TURNER, KATHERINE	HELPER/EAST, .4375 TO .46875	12/01/14 06/05/15
WEST, LAURIE	HELPER/EAST, .40625 TO .43750	12/01/14 06/05/15
WINKLESKY, DANYEL	INSTR PARA/PIEDMONT, .375 TO .49375	11/03/14 06/05/15
Total: 22		

RESOLUTION

Paraprofessionals

RESOLVED, By the School Board of Independent School District 709, St. Louis County, Minnesota, that the Collective Bargaining Agreement between Independent School District 709 and Paraprofessionals, a summary of which is in the hands of all School Board members, be approved and adopted for the period July 1, 2013 to June 30, 2016, inclusive, and that the Chairperson and Clerk of the School Board be hereby authorized to execute said Agreement on behalf of the School District.

CLASSIFICATION DESCRIPTION

DRAFT 11/13/14

School Custodian II

<u>Title of Immediate Supervisor:</u> Corridor Supervisor	<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:
<p>To provide custodial cleaning and basic facilities maintenance services in assigned building(s). To perform basic grounds maintenance, including clearing snow, lawn care, and landscaping. To assist in the set-up of rooms and other facilities for school and community events. To confirm after school hours building security, and to stock and deliver supplies. Monitors evening activities in the building and assists in monitoring the conduct of students and adults in and around the building. Coordinates with building principal, community education coordinators, activity directors and activity site managers regarding setups, occupancy times and special needs or concerns. Receives and communicates with supervisors when there are heating and ventilation issues affecting activities or occupancy comfort; responds to and reports emergency situations and equipment failures and alarms.</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 swimming pools, decks, locker rooms, and showers.	Daily 20%
3.	Spot mop classrooms, halls, stairs, restrooms, entryways, kitchen, and cafeteria; sanitize swimming pool related surfaces, decks, 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%

School Custodian II

5.	Inspect rooms, halls and stairways; remove marks, stains, and gum from floors, walls, ceilings, fixtures and furnishings; clean chalkboards; 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; and perform other duties of a comparable level or type.	As required 5%

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.
 - Operation of janitorial and grounds keeping equipment (e.g., floor scrubbers, snow blowers, lawn mowers and trimmers).
 - Operation of personal computers.
 - Operation of hand and power tools.
 - Oral and written communications.

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School Custodian 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 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
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 revised by Kerry M. Leider on November 13, 2014.

CLASSIFICATION DESCRIPTION
School Equipment Maintenance Mechanic

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

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, including but not limited to, heating, ventilation, and dehumidification systems, pools and related pool equipment, bleacher, movable wall and gym equipment systems, 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. Collaborates and works with other District personnel to evaluate and troubleshoot equipment. Must also have knowledge of electricity, painting, carpentry, and other building trades as needed to properly maintain District property. Accepts direction and work assignments from Building Engineer III or IV while under the supervision of a Facilities Management supervisor.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Coordinates work tasks and schedules with building engineers, operates, adjusts, balances, and repairs building ventilation and heating systems, domestic hot water and building dehumidification systems, bleacher, movable wall and gym equipment systems, dust collection and other contaminant exhaust systems. Performs related duties to accomplish these tasks.	Daily 60%
2.	Performs mechanical repairs, maintenance, and preventative maintenance on school building and certain curriculum related equipment and furniture found in schools.	Monthly 20%
3.	Conducts condition inspections and performs basic maintenance of roof, window, masonry, electrical, plumbing, painting, carpentry, and other building systems.	Daily 10%
4.	Operate and maintain pool related equipment; test and maintain proper chemical balances; ensure that pools and associated piping and controls function properly.	Varies 5%

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 School Equipment Maintenance Mechanic 9

5.	Assists building engineers in the direction and supervision of school custodians and performs other duties of a comparable level or type to those listed in 1 thru 4 above, and may perform custodial, snow removal or lawn care work on occasion.	Weekly 5%
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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 full time experience constructing and or repairing building mechanical, electrical, and architectural aspects of large institutional type buildings; 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 Engineer license (Preferred for job entry and required after experience qualifies for testing and licensure)
 Universal CFC card (Preferred for job entry and required before end of probationary period)
 Minnesota Class C Driver's license (Required)
 Asbestos Site Supervisor certification (Preferred for job entry and required before end of probationary period)
 Certified Pool Operator license (Preferred for job entry and required before end of probationary period)

Knowledge Requirements:

Requires knowledge of:

- Methods, materials, tools and equipment used in mechanical systems maintenance, electricity, painting, carpentry, and other building trades.
- 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.
- Energy management systems and controlled mechanical equipment.

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School Equipment Maintenance Mechanic

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- Pneumatic systems operation maintenance and repair.
- Pool and boiler systems, piping, filtration, exchangers, pumps, flows, and proper mixing of related chemicals.
- Maintenance and operation of gym equipment.
- Proper techniques for working with asbestos containing and other hazardous materials.

- 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 plans, 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.
 - The ability to understand and use access control, clocks, bells, and lighting software to properly control and at times diagnose potential problems with hardware or settings.

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 conditions, such as in boiler rooms and tunnels; and near moving mechanical parts, such as pumps, fans, belts, or motors; and in high places or on elevated platforms or ladders; and in the presence of fumes, vapors or

CLASSIFICATION DESCRIPTION

School Equipment Maintenance Mechanic

airborne particles where use of a respirator may be required; and in extreme heat such as in attics and boiler rooms. Work is performed with toxic or caustic pool chemicals; and where there is a risk of electrical shock; and, where vibration is present from tools or mechanical equipment. Occasionally, work is performed in outdoor weather conditions such as when workings on roofs and with exhaust fans and dampers.

The typical noise level is considered to be moderate, except in boiler or pool rooms where the level can be loud and where hearing protection may be required.

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:

Reviewed and revised by Human Resources, 11/9/2011. Reviewed and revised by Bjorklund Compensation Consulting, 11/16/2011.

Reclassified from Heating Ventilation & School Equipment Mechanic job description.

Draft Update by Kerry M. Leider 11-13-14

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CLASSIFICATION DESCRIPTION

TITLE: Engineer III

<p><u>Title of Immediate Supervisor:</u> Facilities Management Supervisor/Building Principal</p>	<p><u>Department:</u> Building Operations</p>	<p><u>FLSA Status:</u> Non-Exempt</p>
<p><u>Accountable For (Job Titles):</u> Fireperson, Utilityperson, Custodian, and School Equipment Maintenance Mechanic</p>		<p><u>Pay Grade Assignment:</u> National Conference of Firemen and Oilers, Local No. 956, Pay Group 17</p>

General Summary or Purpose Of Job:

The Engineer III is responsibility for the overall operation, care and maintenance of assigned facility/facilities and identifies and directs maintenance and repair of facility equipment and systems. Positions assigned to this classification have responsibility for directing the work required to maintain and operate a middle school or high school building of 180,001 or more sq. ft., and may be assigned responsibility for coordinating repairs and staffing for several elementary buildings in addition to the primary assigned building. Other employees the Engineer III directs for this purpose include School Equipment Maintenance Mechanic’s, Firepersons, School Custodians and Utility Workers. The Engineer III assumes lead responsibilities for the scheduling of work assignments, determining work priorities, coordinating special projects, and evaluations of other staff under the direction of the Engineer III. Engineer III does not have the authority to initiate other personnel actions such as hiring of staff, determining their pay or applying disciplinary actions.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Conducts needs assessments of daily staffing for assigned schools to assure adequate building coverage for custodial and operations services. Maintains database to record absences relating to vacations, illness, contract required pay changes, reassignment of licensed employees, and placement of hourly employees, confirmation of assigned overtime, and preparation and certification of biweekly payroll.	Daily 20%



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TITLE: Engineer III

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
2.	<p>Directs building maintenance staff for the purpose of completing preventive-maintenance or building repairs/services. Coordinates and directs preventive and scheduled maintenance activities on equipment, motors, and fixtures, appliances (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within assigned buildings. Recognizes and or coordinates routine repairs and/or schedules and monitors the repairs made by vendors or other District staff. Coordinates the repair or servicing of kitchen equipment/freezers. Reports needs beyond the capabilities of School Equipment Maintenance Mechanics.</p>	<p>Daily 35%</p>
3.	<p>Directs and monitors staff activities and schedules for the cleaning, care, and maintenance of building facilities and grounds at high, middle or elementary schools assigned. Such direction in accordance with the standard procedures and guidelines established by property and Building operations Manager or the Building Principals. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed and evaluates the performance of staff.</p>	<p>Daily 15%</p>
4.	<p>Directs and or coordinates special building staffing during the days when students are not in attendance at school. Directs and or coordinates the efficient use and movement of a limited supply of cleaning equipment between assigned buildings. Prepares and monitors the custodial cleaning budgets. Monitors the use of products and the quality of cleaning to ensure that standards are met. Provides periodic supply and equipment training to custodial staff. Coordinates equitable and consistent staffing to all assigned sites.</p>	<p>Daily 10%</p>
5.	<p>Coordinates the daily opening of facilities; monitors and assures entries are clear of snow and ice during winter months; coordinates or performs required monitoring, documentation, inspection and repair of boilers.</p>	<p>Daily 10%</p>
6.	<p>Works closely with Building Operations personnel, 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.</p>	<p>Daily 10%</p>



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TITLE: Engineer III

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
7.	For the assigned buildings determines and decides the following needs: utilities, which include refuse removal, gas, oil and sewer, security. Examples of tasks performed in each of these areas include providing a yearly budget for services, assists in preparing bids and contracts for yearly service, coordinating and regulating summer on-call service, coordinating recycling service with all individual sites, monitoring recycling credits and transfers credits to individual sites and preparing and approving monthly billings, coordinating with vendors and the District to monitor usage and cost, providing information for the yearly energy report. Orders and purchases supplies, cleaning materials and equipment necessary to maintain building properly. Monitors and regulates spending to stay within building operations and maintenance budgets for assigned buildings. Documents, records or prepares fuel reports, work orders, staff timesheets, inspection sheets, safety procedures or other documentation/reports required.	As required
8.	Assigns staff or assists in the unloading of freight or food items. Assists in the delivery or storage of supplies.	As required
9.	Coordinates lawn care and snow removal services, assists in the preparation of requests for quote and bids and ensures quality of workmanship and certifies payments to outside contractors.	As required
10.	Monitors and responds as necessary to 24 hour security and other building system alerts and alarms, and communicates with supervisors and managers when district staff or vendors may be required for appropriate response to building intrusions, damage, failed systems, and emergencies.	As required
11.	Coordinates required monitoring, inspection and repair of boilers and pool equipment, related chemicals, and operating requirements.	As required
12.	Performs other duties of a comparable level or type.	As required



CLASSIFICATION DESCRIPTION

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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 and three years experience as an Building Engineer responsible for a smaller school or similar building 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 this classification level.

Certification or Licensing Requirements (prior to job entry):

First Class Boiler License in the State of Minnesota (Required)
Certified Pool Operators License (preferred at job entry; required within 6 months of hire)
Association for Facilities Engineering Certified Plant Supervisor (Preferred at job entry; required within 6 months of hire)

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.
- Fundamentals of leadership development, time management and effective communications skills.
- Preventative Maintenance, Work Flow-Planning and Scheduling, Computerized Maintenance, and Investment Returns.

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



CLASSIFICATION DESCRIPTION

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TITLE: Engineer III

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.

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

	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 Kerry Leider 11/13/14



CLASSIFICATION DESCRIPTION

TITLE: Engineer IV

<p><u>Title of Immediate Supervisor:</u> Facilities Management Supervisor/Building Principal</p>	<p><u>Department:</u> Building Operations</p>	<p><u>FLSA Status:</u> Non-Exempt</p>
<p><u>Accountable For (Job Titles):</u> Fireperson, Utilityperson, Custodian, and School Equipment Maintenance Mechanic</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:
<p>The Engineer IV is responsibility for the overall operation, care and maintenance of assigned facility/facilities and identifies and directs maintenance and repair of facility equipment and systems. Positions assigned to this classification have responsibility for directing the work required to maintain and operate a middle school or high school building of 240,001 or more sq. ft., and may be assigned responsibility for coordinating repairs and staffing for several elementary buildings in addition to the primary assigned building. Other employees the Engineer IV directs for this purpose include School Equipment Maintenance Mechanic’s, Firepersons, School Custodians and Utility Workers. The Engineer IV assumes lead responsibilities for the scheduling of work assignments, determining work priorities, coordinating special projects, and evaluations of other staff under the direction of the Engineer IV. Engineer IV does not have the authority to initiate other personnel actions such as hiring of staff, determining their pay or applying disciplinary actions.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Conducts needs assessments of daily staffing for assigned schools to assure adequate building coverage for custodial and operations services. Maintains database to record absences relating to vacations, illness, contract required pay changes, reassignment of licensed employees, and placement of hourly employees, confirmation of assigned overtime, and preparation and certification of biweekly payroll.	Daily 20%



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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
2.	<p>Directs building maintenance staff for the purpose of completing preventive-maintenance or building repairs/services. Coordinates and directs preventive and scheduled maintenance activities on equipment, motors, and fixtures, appliances (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within assigned buildings. Recognizes and or coordinates routine repairs and/or schedules and monitors the repairs made by vendors or other District staff. Coordinates the repair or servicing of kitchen equipment/freezers. Reports needs beyond the capabilities of School Equipment Maintenance Mechanics.</p>	<p>Daily 35%</p>
3.	<p>Directs and monitors staff activities and schedules for the cleaning, care, and maintenance of building facilities and grounds at high, middle or elementary schools assigned. Such direction in accordance with the standard procedures and guidelines established by property and Building operations Manager or the Building Principals. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed and evaluates the performance of staff.</p>	<p>Daily 15%</p>
4.	<p>Directs and or coordinates special building staffing during the days when students are not in attendance at school. Directs and or coordinates the efficient use and movement of a limited supply of cleaning equipment between assigned buildings. Prepares and monitors the custodial cleaning budgets. Monitors the use of products and the quality of cleaning to ensure that standards are met. Provides periodic supply and equipment training to custodial staff. Coordinates equitable and consistent staffing to all assigned sites.</p>	<p>Daily 10%</p>
5.	<p>Coordinates the daily opening of facilities; monitors and assures entries are clear of snow and ice during winter months; coordinates or performs required monitoring, documentation, inspection and repair of boilers.</p>	<p>Daily 10%</p>
6.	<p>Works closely with Building Operations personnel, 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.</p>	<p>Daily 10%</p>



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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
7.	For the assigned buildings determines and decides the following needs: utilities, which include refuse removal, gas, oil and sewer, security. Examples of tasks performed in each of these areas include providing a yearly budget for services, assists in preparing bids and contracts for yearly service, coordinating and regulating summer on-call service, coordinating recycling service with all individual sites, monitoring recycling credits and transfers credits to individual sites and preparing and approving monthly billings, coordinating with vendors and the District to monitor usage and cost, providing information for the yearly energy report. Orders and purchases supplies, cleaning materials and equipment necessary to maintain building properly. Monitors and regulates spending to stay within building operations and maintenance budgets for assigned buildings. Documents, records or prepares fuel reports, work orders, staff timesheets, inspection sheets, safety procedures or other documentation/reports required.	As required
8.	Assigns staff or assists in the unloading of freight or food items. Assists in the delivery or storage of supplies.	As required
9.	Coordinates lawn care and snow removal services, assists in the preparation of requests for quote and bids and ensures quality of workmanship and certifies payments to outside contractors.	As required
10.	Monitors and responds as necessary to 24 hour security and other building system alerts and alarms, and communicates with supervisors and managers when district staff or vendors may be required for appropriate response to building intrusions, damage, failed systems, and emergencies.	As required
11.	Coordinates required monitoring, inspection and repair of boilers and pool equipment, related chemicals, and operating requirements.	As required
12.	Performs other duties of a comparable level or type.	As required



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

Requires a minimum of a high school diploma and three years experience as an Engineer responsible for a smaller school or similar building 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 this classification level.

Certification or Licensing Requirements (prior to job entry):

First Class Boiler License in the State of Minnesota (Required)
Certified Pool Operators License (preferred at job entry; required within 6 months of hire)
Association for Facilities Engineering Certified Plant Supervisor (Preferred at job entry; required within 6 months of hire)

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.
- Fundamentals of leadership development, time management and effective communications skills.
- Preventative Maintenance, Work Flow-Planning and Scheduling, Computerized Maintenance, and Investment Returns.

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



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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.

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:

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