



Job Title: Building Engineer

Exemption Status: Nonexempt

Reports to: Supervisor of Building Trades

Date Revised: May 2025

Dept. /School: Trades and Projects

Pay Grade: MT05

Primary Purpose:

Responsible for inspecting, replacing, and repairing any minor problems associated with the equipment in each high school.

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Clear and valid Texas Driver's License

Experience:

- Minimum of three (3) years of general maintenance experience
- Some computer experience (Vocational training will be considered) preferred
- Some HVAC and boiler experience preferred

Special Knowledge/Skills:

- Ability to perform physical tasks, including lifting, climbing, and working in various environmental conditions
- Ability to lead and manage a team of maintenance and custodial staff
- Strong verbal and written communication skills to coordinate with staff, contractors, and school administrators
- Meticulous attention to detail ensures all systems function correctly and safely
- Ability to troubleshoot and resolve maintenance issues quickly and efficiently

Major Responsibilities and Duties:

1. Ability to follow instructions.
2. Ability to work in harmony with others.
3. Completes assignments in a timely and acceptable manner.
4. Assign and monitor tasks for the Assistant Building Engineer.
5. Maintains an inventory of supplies, tools, and equipment.
6. Performs daily inspections of building systems.
7. Performs preventive maintenance repairs.
8. Maintains and files equipment operation logs.
9. Monitors the water treatment system and maintains log reports.
10. Schedule and replace air filters.
11. Performs minor plumbing and electrical repairs and assists plumbers and electricians when needed.
12. Performs minor repairs to lockers, doors, and related equipment.
13. Performs repairs to floor covering, tile, and cove base.
14. Paint and repair wall surfaces.
15. Repairs tennis court screens, nets, and fences.
16. Assists HVAC technicians in repairs when needed.



17. Monitors sprinkler systems and the condition of grass/shrubs.
18. Coordinates with contract service companies.
19. Miscellaneous duties as assigned.
20. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment; may use small hand tools and power tools; light truck or van.

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, and vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____