



Eagle Point School District 9

Job Description – Plant Engineer I – Elementary and Middle School Level

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PURPOSE:

- The Plant Engineer provides the students and staff with an attractive and safe environment in which to learn and teach.

REPORTS TO:

- Site Administrator/Maintenance Supervisor

QUALIFICATIONS:

- High school diploma or equivalent.
- Maintain a valid Oregon Driver's License and personal transportation.
- Experience in grounds and building maintenance, preferably in a school setting.
- General knowledge of building maintenance such as electrical, plumbing, boilers and HVAC.
- Basic grounds maintenance knowledge such as sprinklers, mowing, trimming, etc.
- Ability to read instructions and write reports.
- Pass required criminal background check.

ESSENTIAL FUNCTIONS:

- Performs daily building maintenance.
- Maintain satisfactory attendance and punctuality.
- Good communication, organization and computer skills.
- Ability to work cooperatively with staff, students and the public.
- React to change productively and handle other tasks as assigned.
- Strong work ethic.
- Appropriately operate all equipment as required.
- Support the philosophy and mission of School District 9.

PHYSICAL REQUIREMENTS:

- Requires stooping, bending, reaching, lifting, carrying objects and climbing ladders.
- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.
- See [physical requirements](#).

GENERAL RESPONSIBILITIES: This position will have specific duties that will be identified individually based on the characteristics of the work needed at each location, requiring performance of general custodial duties. These may include the following:

- Prepare building for daily use (put up flags, open appropriate doors and complete assigned custodial duties).
- Maintains the building's cleanliness throughout the day.
- Assist the building staff in their various needs.
- Performs minor maintenance on equipment.
- Reports and repairs all safety hazards.
- Makes reports and routine maintenance to building.
- Keeps logs and records of equipment such as boilers, chillers, service dates, etc.
- Order and maintain inventory of custodial supplies.
- Assist in preparing the facility for school extra curricular and other daily functions.
- Established and maintains good personal relations with the students, staff and general public.
- Cares for lawns and grounds (mowing, trimming, watering, edging and weeding).
- Maintains and adjusts all sprinkler systems.
- Records the use of herbicides in appropriate logs.
- Set up, clean up and monitor breakfast and lunch in the cafeteria during the school year.
- Comply with laws and procedures for the storage and disposal of all trash, rubbish, waste and chemicals.
- Sweep walkways and entrances.



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- Wash, scrub and disinfect restrooms during summer or assigned area during school year.
- Clean windows, doors, drinking fountains and polish any metal objects, such as hand railings during the summer or assigned area during school year.
- Assist in moving and/or rearranging chairs, tables, desks, furniture and other equipment for special events.
- Replace lights and maintain equipment used in the course of work.
- Respect confidential information.
- See that district policies are observed at all times.
- Stay focused on task.
- Keep abreast of new information, innovative ideas and techniques.
- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Develops and maintains positive, appropriate professional relationships with students and reorganizes necessary boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the district through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Perform other duties as assigned by the Maintenance Supervisor or Site Administrator.

RATE OF PAY: According to Classified Salary Schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: August 14, 2013