

## PLANT ENGINEER

**SUMMARY:** The Plant Engineer is responsible for the complete operation and maintenance of the school buildings, grounds, and power plant. The Plant Engineer, or his designee, must be available at all times throughout the entire year to deal with any problems concerning the buildings, grounds, and power plant at the school.

### GENERAL FUNCTIONS:

1. Responsible for the direction and supervision of all custodial, maintenance, security, and grounds-keeping personnel and drivers employed by the school.
2. Responsible for becoming thoroughly familiar with all aspects of maintenance as it pertains to the buildings, grounds, and power plant at the school. Organizes and implements required orientation programs on proper operation and maintenance of school facilities for departmental personnel.
3. Assists in the recruitment, employment, assignment, transfer, promotion, demotion, discipline, or dismissal of property services personnel.
4. Maintains proper schedules of work routines for the departmental personnel.
5. Assists in the preparation of the budget for maintenance, grounds, security, and custodial supplies and equipment, as well as other related functions.
6. Analyzes and recommends, where appropriate, the purchase of necessary equipment and supplies.
7. Organizes, implements, and supervises a program of preventive maintenance.
8. Supervises the upkeep of school maintenance equipment. Where appropriate, makes recommendations for changes and modifications to machine and equipment, including motor vehicles.
9. Directs the maintenance of all buildings and grounds as to cleanliness and safety.
10. Responsible for proper operation of the air conditioning plant and emergency generator. Where required, will set up proper orientation in this equipment for those persons involved in the ongoing day-to-day operation and maintenance of the equipment.
11. Directs the preparation of playing fields, grounds, and other necessary facilities for athletic and other school activities.
12. Receives, stores, and issues all maintenance and grounds materials, supplies, and equipment.
13. Coordinates vacation schedules for departmental personnel.
14. Participates in the development of general policymaking concerning the regional school's operation.
15. Participates in the preparation of proposals and counterproposals relative to collective bargaining. Functions as a member of the school's negotiating committee.
16. Conducts periodic inspections of all school facilities to ensure proper fire and safety procedures.
17. Reviews on a regular basis all security precautions and procedures and recommends additions, changes, or reductions in service as appropriate.
18. Supervises and inspects the improvement and renovation work performed by outside contractors and verifies that the terms of all such contracts have been fulfilled before authorizing any final payment.
19. Works cooperatively with the appropriate department in ensuring that all district vehicles used for plowing the parking lots are in operating condition.
20. As required, reports regularly to the Superintendent/Director and/or his/her designee on the condition of the plant and the making of any appropriate recommendations. Maintains all required records.
21. Responsible for receiving, cataloging, and properly utilizing any material or property donated to the school by the local merchants and/or community people.

22. Responsible to ensure that operation and maintenance costs are maintained at budget levels.
23. Responsible for assuring that the plant operates in accordance with state and federal laws.
24. Responsible for the proper operation of the pneumatic automatic temperature control system.
25. Responsible for supervising and directing the proper maintenance of the plumbing, heating, ventilating, air conditioning, and electrical systems of the school. Coordinates all maintenance needs with appropriate department.
26. Responsible for the day-to-day operation of the physical plant.
27. Submits monthly report on energy consumption to school committee.
28. Submits monthly report on department overtime to school committee.
29. Coordinates the use of facilities by outside groups.
30. Assign department personnel to cover rental activities.
31. Inspect the building on weekends for custodial and maintenance needs.
32. Monitor and, if needed, adjust the heating plant.
33. Coordinate the pickup of donated material and assign driver and helpers.
34. Maintains the school's master clock and bell schedule.
35. Supervise and respond to the security guard on weekends.
36. Coordinates the safety committee and meetings.
37. Acts as Energy Coordinator.