

**All applications must be submitted to the Van Buren Police Department
by 4:00pm on Friday, April 19, 2024.**

JOB TITLE: Building Engineer

SUMMARY

The incumbent, under the supervision of the Service Captain, is responsible for the general maintenance and the safe operation of all mechanical, electrical, and plumbing equipment of the Van Buren Police Department facility. The Building Engineer is also responsible for daily custodial duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Perform general maintenance or minor repairs on building structures and installed equipment such as replacing light bulbs, air filters, ceiling tiles, etc.
2. Design and implement routine/preventive maintenance procedures and protocols for all equipment and systems installed in the Police Department facility. Monitor performance of the various heating and cooling systems daily, replacing filters, and other components as needed.
3. Maintain the exterior of facility by trimming shrubbery and removing weeds from beds and planters. Check the grounds daily for trash, disposing of it as appropriate.
4. Log complaints about malfunctioning equipment and facilitate the repair of the equipment.
5. Perform minor plumbing or electrical repairs as needed.
6. Perform minor construction or remodeling.
7. Operate equipment necessary to perform essential job functions including automotive, lawn, custodial, and other small equipment as required.
8. Order needed equipment or supplies as appropriate.
9. Maintain performance logs on generators and backup power supplies. Maintain the Department's file containing manufacturer's safety data sheets (MSDS's) for all chemicals on the premises.
10. Oversee all outside maintenance and service contracts and accompany third party vendors while on premises performing contract work.
11. Communicate maintenance and other problem areas to the Service Division Captain.

12. Perform daily custodian duties to include sweeping, mopping, cleaning of surfaces and other duties as assigned.
13. Vacuum/shampoo all carpeted areas as needed. Spot clean as necessary.
14. Clean up spills and spot clean soil and finger marks from painted and washable surfaces.
15. Ensure cleanliness and sanitary conditions of the Police Department facility.
16. Mixes and disposes cleaning fluids/agents, chemicals, or similar solutions; ensures occupational hazards and safety precautions are adhered; receives, stocks, and inventories custodial supplies; sorts and delivers supplies and materials; responds to emergency and urgent clean-up.
17. Maintain and requisition all items needed for the maintenance or repair of the facility to include cleaning supplies, paper products, tools, etc.
18. Perform other duties as assigned.
19. Regular attendance and timeliness are required.

QUALIFICATION REQUIREMENTS

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Due to the safety sensitive nature of this position, the employee must undergo and pass a background investigation, pre-employment drug screen, and random drug screens as outlined in the department's Drug Free Workplace policy.

EDUCATION and/or EXPERIENCE

High School Diploma or GED and a minimum of two years' experience in general building maintenance and cleaning is preferred. Knowledgeable in HVAC, electrical, plumbing, and carpentry trades. Proficient in the use of construction tools and power tools.

OTHER SKILLS and ABILITIES

Possess a thorough knowledge of various types of equipment and methods necessary to perform each essential duty satisfactorily. Knowledge of the occupational hazards of the work and necessary safety precautions is required. Must have thorough operational knowledge of the use of a personal computer system. Organization skills and close attention to details are required to successfully perform this job. Communication skills in both oral and written forms as well as effective social-interpersonal skills to interact with persons in an office setting are also required.

Must possess a valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly required to stand, walk, sit and listen; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 100 pounds.

While performing the functions of this job, the employee is regularly exposed to moving mechanical parts; high precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of vibration.

The employee must be able to safely handle and operate various types of power equipment and utilize a wide variety of hand tools.

While performing the duties of this job, the employee must frequently stand, walk, talk and hear.

WORK ENVIRONMENT

While performing the duties of this job, the employee occasionally works with toxic or caustic chemicals.

The noise level in the work environment while within the police department is usually moderate, while outside the police department, the noise level can be loud.