



DEARBORN PUBLIC SCHOOLS

BUILDING OPERATION SPECIALIST (B.O.S.)/ENGINEER TRAINING PROGRAM

GUIDELINES

Building Operation Specialist (B.O.S.)/Engineer Training



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SECTION I – PROGRAM ADMINISTRATION

Dearborn Public Schools (DPS) recognizes the need for Engineers and Building Operation Specialists due to the shortage in this industry. Therefore, DPS developed this training program with the following guidelines.

SECTION II - SELECTION PROCEDURES

The program may include up to 4-6 trainees. The trainees will be selected by the training program committee.

SECTION III - QUALIFICATIONS FOR TRAINING

Applicants will meet the following minimum qualifications.

A. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required.

B. Physical

Applicants should be physically capable of performing the essential functions of the training program.

C. Aptitude Test

All applicants must pass the basic knowledge test.

D. Start Date

The start date will be determined by DPS and is contingent on finding a replacement for the trainee.

SECTION IV - TRAINING AGREEMENT

After an applicant for training has been selected, but before employment as a trainee, the applicant will have to sign a written training commitment agreement.

Prior to signing the training commitment agreement, each selected applicant will be given an opportunity to read and review the rules and policies and the [training agreement](#).

SECTION V – SUPERVISION OF TRAINEES

No trainee shall work without proper or adequate supervision of a skilled building operation specialist (B.O.S.), skilled trades, or engineer.

For the purpose of these training standards, adequate or proper supervision of the trainee means the trainee is under the supervision of a fully qualified B.O.S., skilled trades, or engineer at all times who is responsible for making work assignments and ensuring safety at the worksite.

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To adequately or properly supervise a trainee does not mean the trainee must be within eyesight or reach of the supervisor, but that the supervisor knows what the trainee is working on; is readily available to the trainee; and is making sure the trainee has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

SECTION VI - LENGTH OF PROGRAM

The program is an up to one-year program. The trainees will have to complete a minimum of two quarters in the program and have earned a license through the city to complete the program.

SECTION VII - HOURS OF WORK

Trainees will generally work the same hours as their mentor. These hours could be in the morning or in the afternoon depending on the nature of the training.

SECTION VIII - TRAINEE WAGES

Trainees who are current employees will remain on their current classification's salary schedule. Trainees will have the same annual salary increments stated in their collective bargaining agreement while in the program. Trainees will have an additional \$0.25 per hour added to their wage while in the program.

Trainees will be paid a one-time only amount of \$7,500 for their pension supplement after the completion of their fifth year of employment at Dearborn Public Schools as a B.O.S. or engineer.

SECTION IX - CREDIT FOR PREVIOUS EXPERIENCE

DPS may grant credit toward the term of training to new trainees. Credit will be based on the number of previous on-the-job (OJ) hours completed prior to joining the program.

Trainee applicants seeking credit for previous experience gained outside the supervision of DPS must submit the request at the time of application and furnish relevant documentation to substantiate the claim. Applicants requesting credit for previous experience who are selected into the training program will not experience any additional increase in their wage rate.

SECTION X - WORK EXPERIENCE

During the training, the trainee will receive training in all phases of the occupation necessary to develop the skill and proficiency of a skilled B.O.S. or engineer. The training will be under the direction and guidance of the trainee's supervisor.

SECTION XI - RELATED INSTRUCTION

Trainees **will not** be paid for hours spent attending related instruction classes if instruction is deemed necessary for licensing. However, a credit for these classes will be applied towards the program. Credits will be determined by classroom contact hours.

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SECTION XII - EVALUATION

Trainees will be evaluated on a quarterly basis. The evaluation will be based on their required OJ performance and attendance. Trainees should have a satisfactory evaluation report in order to continue with the program. DPS will give the trainee due notice and opportunity for corrective action prior to terminating the training agreement.

SECTION XII - SAFETY AND HEALTH TRAINING

All trainees will receive instruction in safe and healthful work practices on the job in compliance with the Occupational Safety and Health Administration standards.

SECTION XIV - CERTIFICATE OF COMPLETION OF TRAINING

Upon satisfactory completion of the requirements of the training program as established in these Standards, DPS will grant a Certificate of Completion to the eligible trainee(s).

SECTION XVI - AMENDMENTS AND MODIFICATIONS

These standards may be amended or modified at any time by DPS provided that no amendment or modification adopted will alter any training agreement in force at the time without the consent of all parties (administration and collective bargaining unit).

SECTION XVII - RESPONSIBILITIES OF THE TRAINEE

The trainee, having read these standards formulated by DPS, agrees to all the terms and conditions in these standards.

In signing the training agreement, trainees assume the following responsibilities and obligations under the training program:

- A. Maintain and make available such records of work experience and training received on the job.
- B. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- C. Work for DPS for the duration of the training.

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TRAINING AGREEMENT

This document will memorialize my agreement to enroll in the building operation specialist/engineer training program in Dearborn Public Schools. I understand that I am not guaranteed a position upon the completion of the program. However, I will be on the priority list for hiring in the area of my training. I understand that if there was no position available in the area of my training, I will be placed in any vacant position in my classification or if there were no vacancies, I will bump into the least senior person in my classification.

I also understand that I have to apply for an open BOS position and remain in that position for a minimum of six months before applying for an engineer position. This requirement may be waived upon discretion from management.

I agree that I will meet the requirements as stated below:

- I am required to complete the full duration of the program (up to one year). Failure to do so, may result in the removal from the program.
- I am required to maintain good attendance and not exceed a maximum of 6 days of sick bank/personal business usage unless approved by administration during the program. Failure to do so may result in removal from the program.
- I must obtain a satisfactory evaluation on a quarterly basis throughout the program to successfully complete the program and earn my certificate of completion. Failure to meet the program expectations may result in removal from the program. Prior to removing a trainee from the program, a committee member will evaluate the performance of the trainee to give the trainee the opportunity to be evaluated by more than one person.
- I will remain in my current classification and step/pay schedule with an extra \$0.25/hour during the duration of the program only during the hours of my actual training. Those earning overtime are not eligible for the additional training compensation.
- The District reserves the right to eliminate the program at any time.

Signature

Name (Print)

Date

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Description: This position is designed to provide interested employees in becoming building operation specialists or engineers the opportunity to gain real-life, hands-on experience under the direction and mentoring of a seasoned building operation specialist or engineer.

Qualifications:

1. A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required.
2. Applicants must be physically capable of performing the essential functions of the training program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.
3. All applicants must pass the aptitude test.

Performance Responsibilities:

1. Shadow a seasoned mentor (B.O.S. or Engineer).
2. Assist and resume a supervisory role as instructed by the mentor.
3. Assist with all aspects of the B.O.S. or engineer's responsibilities including and not limited to: vendors, daily operations, boilers, fan units, belts and filters, boiler treatment, communications with front office personnel, grounds work, budgets, blanket PO's, working with transportation, proper cleaning techniques, summer work, roof maintenance, playground equipment, asbestos reports, small electrical and plumbing repairs, contract issues, time cards and payroll, small equipment repair/maintenance, work orders, Metasys systems, pools and related equipment, reporting problems, probationary reports, sporting events, and permits.
4. Maintain a good attendance record.
5. Pass the quarterly evaluation report.
6. Maintain a safe working environment.