



Job Title: **General Maintenance Technician**
Job Family: Non-Certified
Pay Program: Classified
Typical Work Year: 12 Month Position
Reports to: Director of Maintenance and Grounds

SUMMARY: Perform a variety of work in the maintenance and repair of district-owned facilities and equipment. Perform routing and extensive preventative maintenance and repair procedures on buildings, mechanical equipment, and utility services. A qualified person would have a working knowledge of the following trades: HVAC, Plumbing, Electricity, carpentry, snow removal, grounds work, and supporting custodial services when needed. This Position will be On-Call for after-hours emergencies in a rotation with other Operations staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual 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 of the job.

| Job Tasks Descriptions | Frequency | % of Time |
|--|-----------|-----------|
| 1. Performs general preventative, routine, and emergency maintenance work on systems (i.e., plumbing, electrical, HVAC, sewer, lighting, public address, bell, alarm, watering, drainage, etc.) | Daily | 20% |
| 2. Performs general preventative, routine, and emergency maintenance work on systems (i.e., fencing, roofs, paved surfaces, bleachers, playground structures, boilers, fans, compressors, pumps, windows, doors, locks, hinges, closures, furniture, etc.) | Daily | 20% |
| 3. Monitors building conditions: reports sanitary/safety violations, figures malfunctions, and damages to facilities; actively participates in emergencies. Ensures that assigned buildings and jobs are secured at the end of the day. | Daily | 20% |
| 4. Analyze, troubleshoot, install, repair, rebuild, adjust, and replace mechanical equipment such as, but not limited to, bearings, motors, heat exchanges, boilers, ventilating and air conditioning compressors, water and valves, humidity control units, coolers, freezers, and exhaust hoods. | Daily | 15% |
| 5. Analyze, troubleshoot, install, repair, rebuild, replace, and adjust electrical and digital control systems. Query and monitor control systems as they relate to energy management and preventative maintenance | Daily | 5% |

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|---|-------|------|
| operations. | | |
| 6. Analyze, troubleshoot, install, repair, rebuild, replace, and adjust physical components of the buildings, such as but not limited to doors, windows, walls, floors, ceilings, shelving, cabinets, whiteboards, desks, chairs, and other physical items that make up the building or are used in the building. | Daily | 5% |
| 7. Order and maintain inventory of parts, equipment, and tools needed to perform the required tasks for this position. | Daily | 5% |
| 8. Assists on a broad variety of projects within the Maintenance and Operations department. | Daily | 5% |
| 9. Cares for, supervises, controls, and protects students in a manner commensurate with assigned duties and responsibilities. Perform other duties as assigned. | Daily | 5% |
| Total | | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- 3 years of experience in facility maintenance or a Skilled Trade position preferred

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Criminal background check required for hire.
- Current Driver's License Required
- Ability to complete a pre-hire, post-offer physical examination and pre-work screen. · Bloodborne pathogens, Right to know, Lift Training, and Lockout/Tagout training required

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced mechanical skills, as well as the ability to read and understand blueprints and schematics.
- Working knowledge of HVAC systems in a school building
- Working knowledge of Plumbing systems in a school building
- Working knowledge of Electrical systems in a school building
- Working knowledge of construction processes in a school building
- Proficient in using hand and power tools
- Personal computer and keyboarding skills
- Critical thinking and problem-solving skills
- Self-motivated individual who can manage time and projects according to priority and the needs of the district
- Ability to promote and follow Board of Education policies, Superintendent Policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people

from diverse ethnic and educational backgrounds.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, Email, etc.
- Operating knowledge of refrigerant recovery equipment and vacuum pump required.
- Operating knowledge of analog and digital meters; computerized air quality meters; DDC controls and computer control systems preferred.
- Operating knowledge of manual lifts on district vehicles is preferred at hire; required within three months after entering the position.
- Operating knowledge of school vehicles, such as but not limited to work truck, dump truck, pulling a trailer with work truck, gator, zero turn lawn mower, box truck, and other motorized vehicles that could be required to operate

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | Position Title | Job Code |
|--------------------|---|----------|
| Reports to: | Director of Maintenance and Grounds (May occasionally take direction from the Director of Custodial Services and Buildings, and the Activities Director) | |

| | Position Title | # of Employees | Job Code |
|------------------------|--|----------------|----------|
| Direct Reports: | Potential to oversee and supervise seasonal summer help. | 1-3 | |

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Document purchases made with district funds and on district accounts for the department. Work within the prescribed budget.
- Respond to after-hour emergencies and have flexible hours due to inclement weather situations.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors, and mental functions described below are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

| Physical Activities | Amount of Time | | | |
|---------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | | X |
| Walk | | | | X |
| Sit | | X | | |
| Use hands to finger, handle, or feel. | | | X | |
| Reach with hand and arms. | | | X | |
| Climb or balance | | | X | |
| Stoop, kneel, crouch, or crawl. | | | | X |
| Talk | | | | X |
| Hear | | | | X |
| Taste | | X | | |
| Smell | | X | | |
| Weight & Force Demands: | Amount of Time | | | |
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 Pounds | | | | X |
| Up to 25 Pounds | | | | X |
| Up to 50 Pounds | | | | X |

| | | | | |
|---------------------------------------|-----------------------|-----------|------------|----------|
| Up to 100 Pounds | | | X | |
| More than 100 Pounds | | X | | |
| Mental Functions: | Amount of Time | | | |
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | X | |
| Analyze | | | | X |
| Communicate | | | X | |
| Copy | | X | | |
| Coordinate | | | | X |
| Instruct | | X | | |
| Compute | | | X | |
| Synthesize | | X | | |
| Evaluate | | X | | |
| Interpersonal Skills | | | | X |
| Compile | | | | X |
| Negotiate | | X | | |
| Work Environment: | Amount of Time | | | |
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or Humid Conditions (non-weather) | | X | | |
| Work near moving mechanical parts | | | | X |
| Work in high, precarious places | | | X | |
| Fumes or airborne particles | | | | X |
| Toxic or caustic chemicals | | | X | |
| Outdoor weather conditions | | | | X |

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| Extreme cold (non-weather) | | X | | |
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| Extreme heat (non-weather) | | | X | |
| Risk of electrical shock | | X | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | | X | | |

| Vision Demands | Required |
|---|-----------------------|
| No special vision requirements | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | X |
| Peripheral vision | X |
| Depth perception | X |
| Ability to adjust focus | X |
| Noise Level: | Exposure Level |
| Very Quiet | |
| Quiet | |
| Moderate | |
| Loud | X |
| Very Loud | |

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an

exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.