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|  | **JOB TITLE** | MAINTENANCE TECHNICIAN I |
| **REPORTS TO** | DIRECTOR OF MAINTENANCE AND GROUNDS |
| **SALARY SCHEDULE/GRADE** | FACILITY SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 8 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7445 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.  |
| 2 years building and mechanical maintenance or operations experience. |
| Must hold a valid Kentucky driver's license. |

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| **POSITION SUMMARY** |
| Perform unskilled to semi-skilled maintenance, repair and construction of District buildings and equipment; assist journey-level trades personnel as needed. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Perform unskilled to semi-skilled maintenance, repair and construction of District buildings and equipment in one or more of the building maintenance trades, including locksmithing, carpentry, electrical, painting, plumbing, heating, and air conditioning.  |
| Operate a wide variety of tools and equipment, including motor vehicles, forklift, key-cutting machine, electric cart, steam cleaner, grinder, stripper, waxer, buffer, carpet cleaner, power hand tools, saws and hand tools used in building maintenance trades. |
| Maintain records of time, costs, and materials needed in the maintenance and repair of District equipment and facilities; prepare work orders for more difficult and complex repairs or larger work projects.  |
| Inspect locks for proper operation and implement a preventive maintenance program for locking mechanisms, panic bars, door closures and other hardware; re-key and re-pin locks as needed and maintain related charts and records. Assist locksmith to install, adjust, repair and replace locks and door hardware.  |
| Assist journey-level trades workers and maintenance personnel with a variety of maintenance, repair and construction; perform independently on less difficult projects and assignments as assigned.  |
| Assist in making minor electrical and mechanical repairs on such equipment as vacuum cleaners, buffers, electric clocks, washing machines, dryers, refrigerators and other small appliances.  |
| Assist in the installation, repair and replacement of carpet, floor and ceiling tiles, repair blinds and shades; install dispensers and repair or install bathroom stalls. |
| Assist in the installation, repair and maintenance of gas and water lines, heating and cooling equipment, electrical fixtures and outlets; replace broken toilet seats, flush valve diaphragms, seals and gaskets; clean clogged drains, stop leaks, adjust water pressure and clean work area upon completion of work.  |
| Prepare surfaces for painting, mix paints, finishes and other coatings and apply to equipment, buildings, furniture and District facility structures.  |
| Assist in the construction, installation and maintenance of roofs, furniture, fences, bookshelves, cabinets, shelving, chalkboards and bulletin boards.  |
| Assist in the construction of forms and metal work, pour concrete and perform finish work; perform masonry, repair and construction with brick and block.  |
| Meet assigned schedules and timelines. May be asked to change schedule and/or work overtime with little or no notice. |
| Observe legal and defensive driving practices. |
| Keep company vehicle clean and presentable, track service needs and report to Transportation Director. |
| Demonstrates regular attendance and punctuality. |
| Adheres to the appropriate code of ethics. |
| Performs other duties as assigned by the Principal, Director of Maintenance and Grounds, or Superintendent. |

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| **KNOWLEDGE AND ABILITIES** |
| Operation and use of hand and power tools and equipment.  |
| Requirements of maintaining buildings and facilities in good repair.  |
| Requirements of maintaining school buildings in a safe, clean and orderly condition.  |
| Basic record-keeping techniques.  |
| Proper methods of storing equipment, materials and supplies.  |
| Proper lifting techniques.  |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking.  |
| Requires bending, squatting, crawling, climbing, and, reaching.  |
| Must have an adequate range of motion in the upper extremities.  |
| Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.  |
| Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced. |
| Requires the ability to communicate effectively using speech, vision and hearing.  |
| Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases. |