

District Maintenance Technician

Reports to - Chief Information Officer/Director of Maintenance and Facilities

Coordinates and provides for the general maintenance of buildings and grounds.

PERFORMANCE RESPONSIBILITIES

1. Installs, repairs, and maintains machinery, plumbing, physical structure, air conditioning, refrigeration equipment, and electrical wiring and fixtures of school buildings in accordance with blue-prints, manuals, building codes, and safety regulations, using hand tools and carpenter's, electricians' and plumber's tools.
2. Maintains accurate records on all district equipment.
3. Develops and maintains a preventative and predictive maintenance schedule for district equipment.
4. Conducts regular inspections on district equipment and buildings for defects, repairs, upgrades, etc...
5. Installs, repairs, and replaces gauges, valves, pressure regulators, and other plumbing equipment, and opens clogged drains, using appropriate tools.
6. Repairs or replaces electrical wiring and fixtures.
7. Constructs and repairs partitions using metal and wood framing material and other wooden structures, using saws, braces, bits, and appropriate materials and tools.
8. Paints walls, floors, woodwork and fixtures, using appropriate materials and tools.
9. Replaces and repairs brick and plaster walls, using appropriate materials and tools.
10. Monitors the Maintenance Department Help Ticket system to communicate with staff regarding maintenance issues. Responds and updates the help tickets in a timely manner and uses professional language in the help ticket system.
11. Utilizes Munis to enter requisitions for maintenance purchases and ensures all district purchasing and finance policies are followed.
12. Maintains a clean and safe work area.
13. Observes and promotes safe work practices and procedures at all times.
14. Follows local, state, and OSHA regulations.
15. Uses and wears safety and/or protective equipment, as appropriate.
16. Adheres to proper cleaning methods, storage, and proper care of equipment and supplies.
17. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
18. Reports all accidents and/or potential hazards as soon as reasonably possible.
19. Attends in-service training to develop and improve knowledge and skills of building service work.
20. Complies with and supports school and division regulations and policies.
21. Performs other duties as assigned by the immediate supervisor.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases. The work requires working at tall heights.

MINIMUM QUALIFICATIONS

1. High School Diploma or GED
2. Industrial Certification in one of the following areas (HVAC, Electrical, or Plumbing)
3. Experience with basic technology components (Computer, internet, email, software, etc..)

Approved by: _____ Date: _____
Board Chairperson

Reviewed and agreed by: _____ Date: _____