



# Cicero School District #99

**Job Title:** General Maintenance Technician  
**Reports to:** Executive Director of Buildings and Grounds and/or, his/her designee

## Position Summary:

Employees in this series operate and/or supervise the operation of building mechanical equipment (such as heating, cooling, and ventilating machinery; steam, water and waste systems; electrical systems; foodservice appliances; and stage operating equipment). they also maintain and/or supervise the maintenance of building structures and mechanical equipment, furnishings and fixtures contained in the buildings

## Qualifications & Requirements:

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

- High school graduation or equivalent
- Facilities Engineering Technology Certificate or equivalent preferred
- Must have a Valid Illinois Driver's License
- Four years of experience in the operation, maintenance, and/or installation of building mechanical equipment.
- College training in mechanical engineering may be substituted, year-for-year, for the required experience
- EPA 608 Certification preferred
- HVAC EPA Certification preferred
- Must have excellent proven analytical troubleshooting skills.
- working knowledge of building maintenance, including the operation of ventilation, air conditioning, heating, refrigeration, and other building mechanical equipment.
- mechanical aptitude 3. ability and willingness to follow instructions.
- ability to perform duties in public places with a minimum of disturbance.
- ability to work effectively with students, staff, and public.
- Certification of good health signed by a licensed physician.
- Physically able to bend over lift and carry up to 80 pounds.
- On call 24/7/365 for any HVAC emergency or snow plowing or other issues deemed necessary by the Executive Director of Building and Grounds and/or, his/her designee

## Duties & Responsibilities:

- Supervises and assists in the operation and maintenance of building mechanical equipment, including heating, cooling, and ventilating machinery; steam, water, and waste systems; electrical systems; food-service appliances; and stage operating equipment
- Is responsible for planning and supervising building maintenance, including necessary building repairs, installations, redecorations, building improvements, and the repair and/or replacement of furniture and fixtures
- Is responsible for the purchase of services, equipment, and supplies related to building operation
- Inspects, cares for, cleans, operates, and lubricates building mechanical equipment, including air conditioning systems, humidifiers, temperature regulators, steam and water systems, food-service appliances, and other equipment required for the operation of a building.

- Inspects the building structure and machinery, equipment, food-service appliances, furnishings, and fixtures contained therein for needed repairs and performs or authorizes and requisitions the necessary work
- Maintains proper temperatures and humidity throughout the building
- Reads gauges, meters, thermometers, or other measuring devices and maintains records as required
- Starts and stops mechanical equipment on schedule
- Performs repair, fabrication, modification and technical maintenance of district property not limited to: electrical, carpentry, plumbing, HVAC, masonry, glazing, locks, minor roof repairs, and etc.
- Cooperates with craftsmen (HVAC, Painters, Carpenter, Plumber and etc.) who perform work on the building premises
- Make all necessary emergency and daily repairs along with preventive/predictive and proactive maintenance on all school District facilities and equipment as directed by the Executive of Director of Buildings and Grounds and/or, his/her designee.
- Weekly/monthly checks of all equipment and perform any predictive and/or preventative maintenance as assigned.
- Cleaning of all coils, checking belts, ohm out motors, checking for leaks, inspection of the outside air intakes is working properly
- Removal and/or installation any new or repaired HVAC equipment
- Cut, thread pipe and install as necessary.
- Install copper piping, cast iron piping, PVC piping and any other forms of piping material as necessary.
- Make all repairs that are assigned using soldering, brazing and some welding if necessary.
- Must service all traps, strainers and pumps with any associated equipment in heating, cooling, domestic water and sewage systems.
- Must present a professional image at all times.
- Must work in an efficient and safe manner at all times to prevent injury to yourself and others, following all LOTO and OHSA requirements
- Must use PPE as need for specialty jobs when needed
- Assist in training other people as assigned by the Executive Director of Buildings and Grounds and/or, his/her designee
- Must comply with all National, State, County and local safety laws and codes.
- Must utilize the computer maintenance program (BAS) on a daily basis.
- Must be able to be on call 24/7/365 for any district emergency and/or Snow Plowing

### **Working Environment:**

Office and diverse school site environments; fast-paced work; constant interruptions; periodic evening and weekend work

### **Physical requirements**

The usual and customary methods of performing the job's functions require the following physical demands:

- Must be able to stand, walk, work off ladders for hours at a time
- Must be able to work around students, staff, parents, and the possibility of difficult people
- Must be able to work on ladders, scaffolding, and mechanical or elect lifts
- Must be able to work with minimal supervision
- Occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.
- Generally, the job requires 70% standing, 20% walking, and 10% sitting.
- Employee must be able to lift and carry 25 pounds regularly and up to 80 pounds occasionally.

### **Terms of Employment:**

Start Date:	TBD
Hours:	7-3:30
Work Year:	Twelve Month Employee
Compensation:	As outlined in the Master Agreement of the Service Employee International Union Local 73, CTW collective bargaining agreement, as outlined in the Custodian and Maintenance collective bargaining agreement, to be determined by the Board of Education outlined in the Board Policy Manual. Salary as per Schedule
Union Affiliation:	Union Position SEIU Local 73

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at [www.cicd99.edu](http://www.cicd99.edu).