

HAMILTON SOUTHEASTERN SCHOOLS

JOB DESCRIPTION

POSITION: **LIGHT MAINTENANCE/PREVENTIVE MAINTENANCE TECHNICIAN**

QUALIFICATIONS: **Basic understanding of carpentry, electrical, plumbing and maintenance**
Ability to learn from on-the-job training
Demonstrates aptitude for successful completion of assigned task

Reports to: Maintenance Team Leaders

PERFORMANCE RESPONSIBILITIES:

Job duties shall include, but not be limited to the operation, repair and maintenance of:

1. Doors and hardware
2. Ceiling tile systems
3. Painting
4. Wall and flooring repairs
5. Electrical: bulbs, ballast, switches, outlets, minor electrical repairs
6. Plumbing: faucets, toilets, shower valves, roto rooter
7. Preventive maintenance on any assigned equipment.
8. Other duties shall include those assigned by the Maintenance Team Leaders.

PERSONAL AND PROFESSIONAL RESPONSIBILITIES:

1. Nurture a positive relationship with super-ordinates, subordinates and peers.
2. Demonstrate respect for super-ordinates, subordinates and peers.
3. Support corporation decisions and direction relative to matters of policy ad administrative directives. Work as a team player.
4. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
5. Address concerns and offer suggestions in an appropriate and confidential manner.