

**ALLENTOWN SCHOOL DISTRICT  
FACILITIES SERVICES DEPARTMENT**

**TITLE:** Maintenance Mechanic

**PRIMARY ASSIGNMENT:** Plumber – All School District Facilities

**REPORTS TO:** Director of Facilities Services or his/her Assistant

**GENERAL RESPONSIBILITIES:** Maintain the plumbing systems and plumbing equipment in all Allentown School District facilities in first class working order.

**QUALIFICATIONS:**

1. Applicant shall have four (4) years of working experience in repair and installation plumbing systems and equipment preferred.
2. Applicant must possess a Journeyman or Master's License for the City of Allentown.
3. Applicant must possess a strong knowledge of the repair and installation of all types of plumbing systems and equipment.
4. Applicant must have a knowledge of and ability to use all types of hand and power tools relative to the plumbing trade.
5. Applicant must be capable of coordination repairs or installing systems with other trades.
6. Applicant must possess a valid Pennsylvania driver's license.
7. Alternatives to the above, which the School Board of Directors may deem acceptable.

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#### **PERFORMANCE:**

1. Perform preventive maintenance to plumbing systems and recognizes present and potential problems, which may cause plumbing systems to malfunction.
2. Perform plumbing repairs and installation to render a first class finish job.
3. Secure the proper materials to install/repair pipe work and equipment to provide a safe condition and first-class workmanship.
4. Assumes the responsibility of determine the material required for first-class repairs or installation and reports the same to the Director of Facilities Services or his/her Assistants.
5. Responsible for clean up during and after work is completed.
6. Take all necessary measures to provide safety to others and property.
7. Maintain all School District tools and equipment in first class condition.
8. Work closely with the Director of Facilities Services or his/her Assistants to determine the needs of the District's plumbing systems.
9. Perform other duties as assigned by the Director of Facilities Services or his/her Assistants.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**PHYSICAL DEMANDS (Continued)**

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

Reviewed and read by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Individual serving in this position*