



## Job Description

**Job Title:** Maintenance Technician  
**Department:** Buildings and Grounds  
**Reports To:** Supervisor of Buildings and Grounds  
**FLSA Status:** Nonexempt

### **General Statement of Duties**

The fundamental reason this classification exists is to perform various duties in regard to repairs, maintenance, and equipment operation. The Maintenance Technician is responsible for performing manual and semi-skilled tasks to maintain interior and exterior of district facilities and grounds. The Maintenance Technician assists with the daily functions and duties of the Buildings and Grounds Department.

### **Essential Duties and Responsibilities**

- Strive to support the district's mission, instructional goals, and objectives.
- Perform all district facilities interior maintenance and repair such as, but not limited to: ceilings, walls, chalk/marker boards, bulletin boards, floors, doors, windows, shades, lockers, bleachers, and fire protection equipment.
- Perform maintenance and repair on mechanical systems such as but not limited to: heating and ventilation equipment, temperature control systems, fire alarms and automatic sprinkler systems, electrical systems and equipment, plumbing and sewer systems and equipment, clocks and signal systems, communication systems, and building furnishings.
- Perform all district facilities exterior maintenance and repair such as, but not limited to: roofs, walls, foundations, windows, and doors. Assist with masonry work in repairing sidewalks, steps, and retaining walls.
- Visually inspect facilities to locate areas of concern. Notify supervisor concerning need for major maintenance or repairs of equipment, furnishings, light fixtures, heating and ventilating equipment, and building and grounds.
- Ensure all maintenance work in regard to asbestos is in compliance with all applicable laws and regulations.
- Maintain grounds and athletic fields by mowing lawn and trimming shrubbery. Conduct necessary fertilizing, watering, and spraying of grounds area. Perform line/markings on athletic fields when necessary.
- Clean all facilities at Woodle Field as deemed necessary.
- Conduct regular trash pickup and removal from all school grounds.
- Assist in snow removal and ensure walks and steps are kept clear of ice and snow.
- Assist with the setup of school activity equipment.
- Provide miscellaneous maintenance services to district facilities by performing such items as, but not limited to: replacement of light bulbs and fluorescent tubes in which scaffolding is needed, deliver and/or move supplies, materials furniture, and equipment.
- Plan and complete work assignments in a timely manner.
- Maintain an orderly work site.
- Perform various duties in regards to repairs, maintenance, and equipment operation in order to maintain good working condition of equipment and facilities.
- Attend meetings, training, and seminars as deemed appropriate and necessary by the district.

- Work directly with highly sensitive personnel and student information. Maintain confidentiality of work related information.
- Perform duties in a manner consistent with safe practices and policies. Perform all duties in compliance with safety standards established by the district.
- Due to the nature of the duties and to promote the efficient operations of the district, it is necessary for the incumbent to work the assigned and scheduled shifts.
- Perform other related duties and functions as assigned.

### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and Experience**

- High School Diploma or general education degree (GED).
- One (1) year working experience in maintenance and mechanical devices preferred; an equivalent combination of education and experience may be acceptable to the hiring authority.

### **Skills and Abilities**

- Read and comprehend simple instructions, short correspondence, and memos.
- Write simple correspondence.
- Present information effectively in one-on-one and small group situations.
- Use basic math skills.
- Apply common sense understanding to carry out detailed but uninvolved written or verbal instructions.
- Deal with problems in standardized situations.

### **Certificates, Licenses, Examinations**

- Posses a valid South Dakota Drivers License.
- Provide evidence that a criminal record history check and required physical examination have been conducted in accordance with South Dakota Codified Law.
- Successful completion of written tests and/or verbal interviews.
- Other such examinations as deemed necessary by district.

### **Physical Demands and Environmental Conditions**

The physical demands and environmental conditions 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.

While performing the duties of this job:

- The employee is regularly required to reach with hands and arms and use hands to handle, repair, or operate various tools and equipment.
- The employee is regularly required to stand, walk, stoop, kneel, or bend and occasionally climb, balance, crouch, reach or crawl.
- The employee must regularly lift and/or move up to 50 pounds.
- The employee is subject to work overtime if the situation arises which requires immediate attention with approval by the Supervisor of Buildings and Grounds.
- The employee is required to use personal protective equipment when operating saws, lawn equipment, and other noisy or hazardous equipment.
- The noise level in the work environment varies.

- The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock.

**Performance Evaluation**

- Performance of this position will be evaluated by the supervisor in accordance with the provisions of the School Board Policy GDN.

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**