

Maintenance Technician I

Purpose Statement

The job of Maintenance Technician I is done for the purpose/s of maintaining facilities in safe operating condition; performing a wide variety of maintenance activities addressing immediate operational and/or safety concerns; ensuring adequate materials are available to complete assignments in a timely manner.

ESSENTIAL Functions

- Arranges stadium equipment for the purpose of providing adequate preparations special events.
- Assembles furniture items in classrooms at the beginning of the school year (e.g. chairs, tables, etc.) for the purpose of ensuring facilities are available and safe for students and teachers.
- Assists with snow removal (e.g. shoveling, sanding, salting, etc.) for the purpose of ensuring a safe area clear of snow, in all necessary areas.
- Installs classroom equipment (e.g. lighting, white boards, locks, utility holders, pencil sharpeners, etc.) for the purpose of ensuring availability for students and teachers.
- Maintains the mechanical workings of the bleachers, flagpoles and other related items for the purpose of ensuring operation as needed for school athletics teams and other gymnasium events.
- Oversees emergency phone after hours on rotational basis to respond to calls (e.g. security, fire, vandalism, etc.) for the purpose of ensuring the safety of schools and protection of property.
- Prepares documentation (e.g. work orders, daily time logs, etc.) for the purpose of providing written support and/or conveying information.
- Repairs a variety of furniture, building and/or support system components requiring skilled maintenance trades (e.g. electrical, plumbing, electronics, locksmith, painting, wall board, safety rails, doors, locks, windows, pumps, toilets, plumbing fixtures, etc.) for the purpose of maintaining facilities in a safe and comfortable operating condition.
- Replaces damaged sheet rock, carpet and ceiling panels for the purpose of ensuring a safe, clean learning environment.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job

include: operating equipment (i.e. scissors lift, bucket truck, trailer hitch etc.); operating tools (i.e. saws, electric screwdrivers etc.); adhering to safety practices; handling hazardous materials; and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: standard methods of maintenance; and electrical and plumbing repair.

ABILITY is required to schedule activities; collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of types of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; and working under time constraints.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 30% walking, 60% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

Valid Driver's License/Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Non Exempt

Approval Date

1/1/2024

Revised Date

Salary Grade

FAOP 17