



ZIONSVILLE COMMUNITY SCHOOLS

900 Mulberry Street • Zionsville, IN 46077 • Phone: 317-873-2858 • Fax: 317-873-8003 • www.zcs.k12.in.us

Position Number:	Job Type: Classified / Full-time / Regular	
Position Title: Maintenance Technician	FLSA Status: Hourly / Non-Exempt	
School/Department: Maintenance	FTE: 1.0	No. of Pays: 26
Reports To: Maintenance Director and COO		

POSITION SUMMARY: This position provides necessary support to the district maintenance by providing safe, organized and well maintained operations of all district facilities. Specific duties include general facility and grounds maintenance, service and maintenance of all heating, cooling and electrical systems, district wide events set-up, and ensuring all district systems and facilities are safe and maintained to code.

TYPICAL PHYSICAL DEMANDS: While performing the duties of this position, the employee is regularly required to sit and stand, use hands to handle or feel objects, tools, or controls and talk or hear. The employee frequently is required to walk, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TYPICAL WORKING CONDITIONS: While performing the duties of this position, the employee regularly works in an outdoor environment subject to changing temperatures exceeding 90 degrees at times. The noise level in the work environment is usually loud and the employee may be exposed to fumes, dust, odors and agents including fertilizers or insecticides.

EXAMPLES OF DUTIES: (This list may not include all of the duties assigned.)

Essential Functions:

1. Provide timely service and maintenance to heating, ventilation and cooling systems (HVAC) and all electrical devices within the school district.
2. Install, test and maintain all media systems, document cameras, projectors, media delivery systems and related technologies.
3. Assist with regular custodial event set-up duties as needed.
4. Inspect all playgrounds and equipment, reporting any deficiencies to Maintenance Director immediately.
5. Maintain all motors and other mechanical equipment on a regular schedule, performing periodic maintenance as required.
6. Assist with grounds maintenance including mowing, trimming, planting, and fertilizing, landscaping and snow removal operations as needed in a timely manner.
7. Oversee operation of power equipment to ensure that all equipment is in safe operating condition.
8. Complete required water tests, including well sampling as required, state mandated backflow and fire sprinkler testing, and pool sampling, all required by IDEM.
9. Maintain safe condition of Zionsville Aquatic Center, completing all necessary water tests, backwashing the filters, and refilling the pool as necessary.
10. Conduct periodic inspections and tests of all electrical installations in district buildings as needed to insure safe working conditions.
11. Preparation and maintenance of all athletic fields for events as scheduled.
12. Delivery of kitchen and/or other corporation supplies to appropriate buildings.

13. Must operate district owned vehicles in a safe and appropriate manner during course of performing regular job duties.
14. Respond to and complete all district maintenance work orders as directed in a timely and efficient manner.

General Functions:

1. Communicate professionally and effectively with all employees, students and the public at all times.
2. Serve as exemplary role model in professional conduct, dress code, communications, safety and attendance.
3. Consistently follow and promote all district safety rules, protocols and regulations.
4. Transport a variety of tools, equipment and supplies to various district sites in a safe manner.
5. Other duties as assigned by immediate supervisor and Maintenance Director.

PERFORMANCE REQUIREMENTS:

Knowledge, Skills & Abilities: Extensive knowledge of general facility maintenance, with grounds and landscaping experience. Must be safety oriented and have the ability to perform all duties using proper and safe techniques and procedures. Must have strong knowledge of electrical, mechanical, media and HVAC systems.

Education: HS Diploma or GED equivalent required. Post-secondary technical training is preferred.

Experience: 3-5 years combined experience with general facility maintenance and/or grounds maintenance preferred.

Certificate/License: Must possess valid and current Indiana driver's license.

ACKNOWLEDGEMENT:

My signature serves as an acknowledgement that my job description has been explained to me by a Zionsville Community Schools representative, and I understand the contents.

Employee's Signature: _____ Date: _____

Representative's Signature/Title: _____ Date: _____