

NORTHBROOK SCHOOL DISTRICT 27
JOB DESCRIPTION

TITLE: **Maintenance Technician**

QUALIFICATIONS:

1. High School diploma or equivalent
2. Certificate of good health signed by a licensed physician
3. Knowledge of mechanical, plumbing, heating, air conditioning, and electrical systems.
4. A minimum of two years of verifiable work related to plant operations and maintenance responsibilities
5. Ability to read mechanical, electrical, and plumbing drawings
6. Basic level of computer knowledge and capability
7. Experience with digital building controls (BAS)
8. Type II EPA certification preferred

REPORTS TO: **Building Principal, Assistant Superintendent for Finance & Operations, and Director of Facilities**

JOB GOAL: A qualified Maintenance Technician shall be capable of providing the many and varied maintenance services required in the operation and upkeep of all buildings, furnishings, and equipment. When conditions warrant, the employee may be assigned to other duties below their classification but would retain the same rate of pay.

PROFESSIONALISM:

1. Uphold District policies and procedures
2. Provide professional support to all staff members
3. Maintain respectful, professional, and ethical behavior with all persons in the work environment
4. Demonstrates commitment to professional growth
5. Maintain a record of dependable attendance and punctuality
6. Dress in a manner commensurate with your professional responsibilities
7. Maintain confidentiality of information

EMPLOYMENT: Hours: 6:00 am to 2:30 pm; FLSA status: non-exempt

SUPERVISES: No one

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for scheduling and performing preventative maintenance of all District mechanical equipment. This includes motors, pumps, fans, air conditioning equipment, boilers, and other heating equipment.

NORTHBROOK SCHOOL DISTRICT 27
JOB DESCRIPTION

2. Performs electrical, plumbing, carpentry, and HVAC repairs at all District buildings, including motor replacement, wiring, door hardware, light fixtures, boiler, and A/C system repair in a safe and efficient manner.
3. Regulates HVAC systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
4. Assists the Director of Facilities in the assessment of HVAC, roof, electrical, and plumbing systems
5. Act as a substitute for a Chief Custodian or a Day Custodian at times.
6. Performs emergency repairs outside of regular hours.
7. Notify the Director of Facilities of any unsafe condition or equipment witnessed during daily activities.
8. During winter hours, operate BAS remotely to ensure minimum temperatures are maintained.
9. Assists with the maintenance of District vehicles.
10. Willingness to work beyond normal hours to fill in for absences, events or emergencies.
11. Assists in summer work/construction at all buildings.
12. Assists Chief Custodians with general building repairs when necessary.
13. Maintains a record of all repairs and work requests using an internal work ticketing system.
14. Reports immediately to the Director of Facilities and the building principal any damage to school property.
15. Expected to maintain records of all preventative maintenance work.
16. Participates in required training programs and acquires new skills as job requirements change.
17. Performs other related tasks as assigned.
18. Comply with all regulations and local laws regarding the disposal of all building waste.
19. Maintain a positive attitude, flexibility, and a willingness to perform tasks as assigned.

PHYSICAL REQUIREMENTS OF THE POSITION:

The ability to push, pull, lift, carry (up to 70 lbs.), reach, stand, sit, walk, including stooping and kneeling. Ability to work from ladders, scaffolding, and roofs.

TERMS OF EMPLOYMENT:

Twelve-month year, salary, and fringe benefits to be established by the Board of Education upon recommendation of the superintendent. This is a non-exempt position.

EVALUATION:

Performance of the job will be evaluated annually in accordance with provisions of the Board's policy on "Evaluation of Personnel."