

Oswego Community Unit School District 308

Job Description Form

Job Title: Maintenance Technician

Location:

Division/Department: Administrative Services

Reports to:

Title: Director of Operations

Level/Grade:	Type of position: Per contract	Hours Per contract
Non-Certified	<input type="checkbox"/> Full-time	Work Year: Per Contract
IMRF	<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Contractor	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

QUALIFICATIONS:

- Demonstrated aptitude for successful completion of assigned tasks.
- Certificate of good health signed by a licensed physician.
- Must have the ability to lift 50 pounds.
- Knowledge of methods, materials and equipment used to operate school district buildings and grounds
- Ability to troubleshoot and diagnose system malfunctions.
- Provide heavy physical labor, climb ladders and work in confined spaces.
- Must have an electrical background through appropriate schooling or the equivalent of such, as derived from previous work experience. Since the job deals in the areas of heating, electrical, air conditioning and plumbing, both training and experience should be in these areas.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB GOAL:

- Provide exemplary conditions for a safe, caring and responsive learning environment.
- To adhere to the work schedule and assignments specified by the Director of Operations or Building Engineer if assigned to a building.
- To maintain the building and premises in a neat and clean manner at all times.
- Performs a variety of skilled and semi-skilled work related to the operation of school buildings and grounds.

PERFORMANCE RESPONSIBILITIES:

1. Maintains equipment as assigned.

2. Participates in necessary general repairs.
3. Follows work order procedure as established by district.
4. Must maintain confidentiality at all times.
5. Participates in general maintenance and cleaning of the immediate area where work was performed.
6. Assists in regulating heating, ventilating and air conditioning systems.
7. Performs the spring and winter change over of equipment.
8. Requisitions supplies and equipment and submits to supervisor.
9. Reports problem areas to supervisor.
10. Available for emergency overtime as required.
11. Replaces broken windows and does other glass work.
12. Performs emergency repairs and emergency cleaning.
13. Participates in Preventative Maintenance program as directed by immediate supervisor.
14. Participates with snow removal program.
15. Obtains certifications necessary, as required by law, to make repairs required by supervisor.
16. Keeps vehicle clean and organized and reports any damage to vehicles.
17. Understands that schedules or duties can be changed at any time by approval of building administrators or Director of Operations.

Reviewed by:

Title:

Approved by: John Sparlin

Title: Assistant Superintendent for Administrative Services

Date posted:

Date hired: