

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Maintenance Specialist	Department: Buildings and Grounds
Reports to: Facilities Maintenance Manager	FLSA Status: Non-Exempt
Band/Grade/Subgrade:	Bargaining/Work Unit: Local 70
Tier/Lane: CUST8	Position Last Updated: October 2021

SECTION II: JOB SUMMARY

Performs general repairs to District buildings and grounds. Responsible for keeping equipment in good operating condition by performing preventive maintenance, machine tests, troubleshooting, removing technical issues, and performing emergency repairs. Assists the Grounds/Maintenance division as needed. Performs Custodial duties and will occasionally fill in for Head Custodian. You may be assigned to work at different buildings depending on the needs of the district.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility:
Percent of Time:	35	Maintains and repairs doors, door hardware, flooring, piping, plumbing fixtures, walls, and ceilings.

Tasks involved in fulfilling above duty/responsibility:

- Repair/replace plumbing and electrical fixtures
- Repair/replace locks, door closers, hinges
- Patches and repairs floors and walls/ceilings using hand and power tools
- Seasonal opening and closing of accessory buildings' plumbing systems

Duty/Responsibility No:	2	Statement of duty/responsibility:
Percent of Time:	30	Maintain and repair HVAC equipment

Tasks involved in fulfilling above duty/responsibility:

- Troubleshoots and diagnoses faulty motors

- Replaces belts, sheaves,
- Diagnosing and repairs faulty pumps, air handlers and roof top units
- Competent in using building automation system to change parameters / diagnose problems related to energy efficiency and comfort levels
- Boiler checks and maintenance

Duty/Responsibility No:	3	Statement of duty/responsibility: Patching and painting of walls and ceilings
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

- Proficient in prepping and painting all types of surfaces, materials and finish levels
- Must be comfortable working from ladders, scaffolding and mechanical lifts

Duty/Responsibility No:	4	Statement of duty/responsibility: Mounting and hanging of materials and equipment. Assembly of furniture and various equipment.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

- Ability to follow directions and to work from plans and sketches.
- Uses various hand and power tools.

Duty/Responsibility No:	5	Statement of duty/responsibility: Other duties as assigned
Percent of Time:	20	

Tasks involved in fulfilling above duty/responsibility:

- Snow removal
- Various custodial duties
- Landscaping projects
- Welding

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Intermediate electrical, plumbing and HVAC knowledge
- Ability to operate computers to monitor, regulate and control HVAC systems
- Competent with all hand and power tools
- Ability to be a team player
- Ability to work with all levels of staff
- Ability to sequence tasks and follow through
- Regular attendance
- Personal dependability
- Flexibility

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Possess First Class boilers license or equivalent.
- Post-secondary education on electrical, plumbing or HVAC trades

SECTION VI: EXPERIENCE REQUIREMENTS

- 5 years or more of complex building maintenance experience
- Reads and interprets drawings and blue prints to help troubleshoot and diagnose building systems.
- Ability to manipulate BAS systems

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands			Demands		
<i>Physical</i>			<i>Lifting/Carrying</i>		
					<i>Exposure to Environ. Conditions</i>
Standing		c	Up to 10 pounds		Possible exposure to blood-borne pathogens through blood and/or body
Walking		o	Up to 25 pounds		

Sitting	o	Up to 50 pounds	o	fluids	
Talking in person/on the phone	o	Up to 75 pounds	o	Toxic chemicals	o
Pushing/Pulling	o	Up to 100 pounds	o	Moving parts	f
Hearing	c	More than 100 pounds	n	Electrical shock risk	f
Feeling, grasping, finger dexterity	c	Noise Levels		Explosives	n
Climbing, balancing	o	Quiet (i.e. private office)	o	Fumes	o
Stooping (bend at waist)	o	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	f	Extreme cold (non-weather)	o
Crouching, crawling, kneeling, Squatting	o			Extreme heat (non-weather)	o
Stretching/reaching with hands & Arms	o	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	f	Varying weather conditions	o
Distinguishing smell	o			Sight	
Distinguishing temperature	o	Very loud noise (i.e. jack hammer, front row rock concert)	o	Vision for close work/ability to adjust focus	c
Traveling by automobile	o			Looking at computer monitor	o
				Color vision (identify & distinguish colors)	f
				Peripheral, depth perception	f