



Lapeer County Intermediate School District JOB DESCRIPTION

Facility Maintenance Technician

Employee Group:	Non-Represented Support Staff
Level:	T2
FLSA:	Non-Exempt
Department:	
Supervisor:	Maintenance Supervisor

Position Summary

The Facility Maintenance Technician supports the safe and efficient operation of district facilities, grounds, and mechanical systems through preventative maintenance, troubleshooting, repair, and operational support. This position assists with building emergencies, construction and remodeling projects, and the maintenance of HVAC, refrigeration, custodial, and other facility equipment while helping maintain a clean, safe, and functional environment for staff, students, and visitors.

Qualifications

Education

1. Required: High School Diploma
2. Preferred: Associate's Degree or higher degree in related field
3. Preferred: Education or training beyond High School Diploma in heating, ventilation, and air conditioning (HVAC) Systems

Certifications

1. Required: Valid Michigan Driver's License
2. Preferred: State of Michigan Lagoon Operations Certification - Class L-1
3. Preferred: State of Michigan Public Water System Operator - Class S-5
4. Preferred: State of Michigan Wastewater Operator Certification - Class C-1-C

Work Experience

1. Required: 3+ years of recent and relevant experience in a comparable capacity
2. Preferred: 3+ years of recent and relevant experience in a comparable capacity in a school setting or education environment

Knowledge

1. Basic principles of building, grounds, and custodial maintenance operations
2. Federal, State, and local codes and regulations pertaining to building, grounds, and custodial maintenance operations (MIOSHA, DEQ, ADA, EGLE, LARA, etc.)
3. HVAC control systems and automation, specifically, BACnet (Building Automation and Control Network) via Niagara, Tridium, and JACE control infrastructure.
4. Building fire, alarm, and access control systems, handicap access control, automated gate access, etc.

5. Ability to maintain and repair building-wide pneumatic systems, air dryers, etc
6. Ability to read and analyze building plans and schematics.
7. Microsoft Office (i.e., Word, Excel, Access, Adobe, and Publisher)

Essential Job Duties and Responsibilities

1. Supervise District's building, grounds, and custodial maintenance operations in the absence of the Maintenance Supervisor
2. Be "on call" as required by Maintenance Supervisor to respond to all building emergencies and alarm calls, as well as to open/close buildings in the absence of regular staff so assigned
3. Assist Maintenance Supervisor as-needed, including with:
 - a. Implementation of schedule of preventative maintenance and repair of District equipment and facilities
 - b. Processing of maintenance requests submitted thru HelpDesk
 - c. Construction and remodeling projects
4. Maintain and repair of:
 - a. HVAC, refrigeration, and other facility mechanical equipment, including lawn care, snow removal, and custodial equipment
 - b. Instructional equipment
5. Develop and implement weed and pest control program
6. Produce quality work by being thorough and paying attention to detail
7. Provide necessary support and back-up to co-workers as needed
8. Report for work on-time as scheduled
9. Perform duties and responsibilities in accordance with District policies
10. Perform other related duties and responsibilities as assigned

Skills

Demonstrates strong diagnostic and troubleshooting abilities related to HVAC, refrigeration, and facility mechanical systems, along with excellent written and verbal communication skills. Maintains a high level of organization, works effectively with others, and builds positive professional relationships through strong interpersonal skills.

Abilities

Demonstrates the ability to work independently and collaboratively as part of a team while safely servicing and operating district maintenance and custodial equipment. Maintains accurate records, remains composed in stressful situations, and consistently conducts themselves in a professional, respectful, and courteous manner. Builds positive relationships with staff, students, and visitors, and is able to perform the physical demands of the position.

It is expected that all employees positively represent the ISD and its local districts.

Physical Requirements

Must have the physical stamina necessary to perform the essential job duties and responsibilities, which includes being able to:

1. Lift at least 70 pounds
2. Climb a ladder
3. Bend, Squat, Stand, or Kneel for extended periods of time
4. Operate equipment and/or small tools

Work Environment

Work is performed in indoor and outdoor environments and may include exposure to varying weather conditions, mechanical equipment, noise, dust, chemicals, and physical hazards associated with maintenance and custodial operations. The position may require travel between district locations and responding to emergencies outside of normal working hours.

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