

## Maintenance Technician - District Wide

Gettysburg Area School District · 900 Biglerville Road · Gettysburg, PA 17325-8007

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**Position:** Maintenance Technician - District Wide

**Range:** II

**Essential Employee:** YES

**Supervisor:** Maintenance Supervisor or Designee

**Work Schedule:** 8 Hours Per Day/40 Hours Per Week/12 Months Per Year. Core hours are between 6AM and 5:30PM

**Basic Job Function:**

Perform activities required to inspect, repair, maintain and replace equipment and systems including but not limited to buildings, grounds, and custodial operations.

**Education and Experience:**

High school diploma or GED required

Post-secondary courses beneficial

Related experiences

Knowledge of basic work area operations and procedures

*This position holder must abide by the District Policies and Administrative Guidelines and be able to use the Essential Skills to perform the Typical Duties listed on this Job Description. It is the responsibility of every employee to inform his/her supervisor regarding the need for reasonable accommodation.*

### TYPICAL DUTIES

1. Plan, schedule and complete inspection, preventive maintenance and repair of all District equipment and systems including but not limited to HVAC, refrigeration, electrical, plumbing, fire suppression, fire alarm, intercom, building automation ect.
2. Work in conjunction with outside contractors and personnel to schedule, facilitate, coordinate and complete periodic scheduled testing, inspection and maintenance of District equipment and systems.
3. Perform preventive maintenance and repair of custodial equipment including but not limited to floor scrubbers, vacuum cleaners, floor machines, etc.
4. Plan, schedule and complete Work Requests in the facilities management software.
5. Utilize facilities management software to enter and organize District assets and information.
6. Assemble, install, modify, relocate etc. existing equipment, fixtures, ect.
7. Establish and maintain an operation and maintenance logs through facilities management software for assigned systems and equipment.
8. Conduct work activities in an open and communicative fashion to make necessary observations that would necessitate repair, maintenance or replacement of equipment and promptly notify the assigned Supervisor.
9. Assist with custodial, groundskeeping and crossing guard duties as required.
10. Assist with work after hours to take care of emergencies
11. Read and comprehend HVAC, architectural, engineering drawings and Operations &

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Maintenance Manuals for equipment and building systems.

12. Weld, fabricate and repair items of wood, metal and plastic
13. Operate District vehicles and equipment, and transport mail, Food Services deliveries, general supplies and equipment within and outside the District
14. Accept, check in, unload and properly store deliveries, inventory and tag equipment
15. Obey laws and school policies
16. Report violations of school rules and traffic laws to the appropriate administrator
17. Maintain a safe, clean work environment and perform all work in a safe manner
18. Effectively utilize appropriate technological resources.
19. Execute snow removal for District Properties
20. Perform other duties and tasks as assigned
21. Serve on various committees as assigned by Director of Facilities
22. Participate in required on-call rotation for Maintenance Techs
22. Perform other duties as assigned by Supervisor or Designee

### ESSENTIAL SKILLS

#### **Physical Demands - Employee must be able to:**

- Stand for extended periods of time
- Walk for extended periods of time
- Sit for extended periods of time
- Frequently bend, stoop, twist, reach, grasp, push, pull, climb, squat, kneel, etc.
- Use hand strength to handle objects, tools, or controls
- Perform heavy lifting - up to 100 pounds
- Use weight bearing equipment to perform heavy lifting over 100 pounds
- Have the manual dexterity to prepare documents and use office equipment
- Climb/descend full flights of stairs
- Drive in all types of weather
- Work from ladders, scaffolds and man-lifts at various heights

#### **Sensory Abilities - Employee must have the ability to use:**

- Visual acuity to read
- Visual, verbal, and hearing acuity to interact with others
- Interpersonal skills to communicate effectively with others
- Appropriate language
- Proper manners

#### **Work Environment - Employee must be able to:**

- Function effectively in a variety of conditions
- Perform effectively in a noisy environment
- Maintain a safe and sanitary environment
- Work alone or in teams
- Follow safety guidelines and observe all safety precautions

#### **Temperament - Employee must be able to perform:**

- Effectively in a collaborate team environment

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Cooperatively, congenially and be service-oriented  
In an environment with frequent interruptions  
Under various pressures  
Effectively with people of various ages  
Patiently, maturely, and be caring with others

### **Cognitive Ability - Employee must have the ability to:**

Follow written and verbal directions  
Complete assigned tasks with minimal supervision  
Perform independently within the limits of assigned responsibility  
Independently make work-related decisions  
Organize and manage your work area  
Handle stressful situations with others  
Give instructions to others  
Be self motivated  
Manage and prioritize multiple tasks effectively  
Assess how others can benefit from your help  
Use correct grammar, sentence structure and spelling  
Use written communication effectively  
Perform mathematical computations  
Be flexible in dealing with others  
Recognize dangers and determine proper course of action  
Use logic and reason to work through troubles

### **Specific Skills - Employee must have the ability to:**

Work in confined spaces  
Use knowledge of heating and cooling equipment and controls in order to affect repairs  
Complete and follow preventive maintenance schedule  
Handle hazardous materials in a safe manner  
Learn and use new technology effectively  
Implement changes  
Format various reports for clarity and content  
Appropriately handle confidential information  
Use leadership skills and managerial skills  
Legally operate motorized vehicles  
Utilize knowledge of various equipment  
Schedule and perform routine operations  
Instruct others in various activities  
Use knowledge of laws relating to vehicular and pedestrian traffic  
Use knowledge of laws relating to security of operations and activities  
Handle routine and emergency situations effectively  
Be flexible  
Know basic first aid, CPR and AED use  
Follow a time schedule  
Utilize computer technology to send and receive e-mail  
Learn and use basic competencies in the District productivity software programs  
Perform basic electrical repairs on single phase and three phase circuits up to 480 V  
Diagnose and repair motor starter and lighting controls systems

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**License:**

Pennsylvania Motor Vehicle Operator

**Comments:**

Must have a friendly, helpful personality and be able to perform in a fast-paced work environment with many disruptions, and do so with a high degree of accuracy. Strive constantly to promote the safety, health, and comfort of students, teachers, and staff. Possess maturity and ability to effectively deal with stressful situations with all ages and types of people. Needs emotional stamina to function under pressure in a fast-moving work environment and complete the necessary daily operational duties. Must be friendly, helpful, and patient while working with others to ensure a positive learning experience. Also must have the ability to interact effectively with students.

**Evaluation:**

The employee will be evaluated annually according to Board Policy #512.

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**ACKNOWLEDGMENT:**

**Employee:** The signature below indicates that I have read, understand, and can use the Essential Skills to perform the Typical Duties and complete the assignments that appear on this Job Description.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor/Administrator: \_\_\_\_\_

*The Gettysburg Area School District is an Equal Opportunity Employer.*

Approved copy to:

Employee Handbook

Supervisor/Administrator

Personnel File

**GENERAL MAINTENANCE – 2/6/25**