



**Gilmer County Schools
Job Description**

Job Title: Maintenance/Facility Technician	Division/Department: Operations-District
Reports To: Chief Officer of Operations	Classification: Classified
Contract Work Days: 260	Pay Type: Hourly-Non-Exempt
Retirement: TBD	Adopted: October 2024

Position Summary:

The School Maintenance Technician performs a wide variety of skilled and semi-skilled tasks in the maintenance, repair, and improvement of school buildings, grounds, and equipment. This position ensures that all district facilities are safe, functional, and well-maintained to support a positive learning and working environment for students and staff.

Minimum Requirements/Qualifications:

- High school diploma or equivalent.
- Must hold a valid State of Georgia driver's license.
- Knowledge of trades systems, ability to use power tools and common hand tools properly and safely, knowledge of, and ability to follow all safety procedures, ability to read blue prints, electrical schematics, and diagrams.
- Ability to abide by the Georgia Professional Standards Code of Ethics for Educators.
- Must be regularly, predictably, and reliably at work.
- Ability to be present at the physical worksite.
- Ability and willingness to be on call 24/7, 365 days a year to respond to facility-related emergencies and events; working outside of normal business hours is required.
- Must perform tasks involving prolonged periods of standing, walking, and sitting.
- Must perform routine physical activities such as bending and lifting/pushing/pulling up to 50 pounds, stooping, reaching, crawling, and climbing (ladders and lifts).
- Noise level of work environment is moderate to loud, and requires exposure to inclement weather conditions, dust, dirt, and confined areas. May be exposed to asbestos containing materials.
- Repetitive motion is required.
- Vision, hearing, written, and verbal communications are essential factors in performing required tasks.

Essential Duties and Responsibilities:

Perform preventive and routine maintenance and emergency repairs.

- Perform duties for a division of the Maintenance Department in one of the following trades: Horticulture, Site Maintenance, HVAC, Plumbing, Electrical, Preventative Maintenance, Locksmith, or Carpentry, according to established expectations, codes, regulations, procedures, and guidelines.
- Perform preventative maintenance as necessary.

- Plan, lay out, and order materials as necessary for maintenance projects.
- Document time, materials, and equipment job cost accounting of work performed utilizing a Computerized Maintenance Management Program (CMMS).
- Work with other trades to complete assignments; may work outside of specific trade when needed to accomplish an assignment.
- Perform journeyman level locksmith work including, but not limited to: installing, maintaining, troubleshooting, and repairing residential and commercial locks (cylindrical, unit, mortise and rim, desk, file cabinet, display case, etc.); installing, maintaining, and repairing panic hardware, door closers, ADA openers, access control hardware (electrified strikes, magnetic locks, electrified panic hardware), and hinges.
- Brand familiarity should include, but not be limited to: Sargent, Von Duprin, Assa Abloy, and Master.
- Perform preventative maintenance as necessary.
- Daily recording of labor and materials, accounting for work performed utilizing a Computerized Maintenance Management Program (CMMS).
- Plan, lay out, and order material for assignments.
- Work with other trades to complete assignments; may work outside of specific trade when needed.
- Must be regularly, predictably, and reliably at work.
- Must comply with local, state, and federal laws/codes/policies including, but not limited to: life safety code, district policies and regulations, other applicable codes.
- Perform other duties as assigned

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Director of Human Resources.) It should also be noted that the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.