

Griffin-Spalding County School System

Title: Technician Apprentice	Category: Maintenance/Custodial
Job Details: 230 Days/Non-Exempt/Full-time	Reports To: Maintenance Supervisor
Updated: 12/17/2021 Reviewed: 05/31/2024	Salary Schedule: Classified Pay Grade: Hourly

JOB SUMMARY

- This job is responsible for assisting technicians with the installation, repairs, preventive maintenance, and routine maintenance of the buildings, equipment and fixtures throughout the School System.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Performs all preventative maintenance using standard practices and safety procedures—adheres to the safety rules and product directions regarding usage of chemicals, materials and equipment
- Performs all efforts and needs using tools while applying standard safety procedures—adheres to the safety rules and directions for all equipment.
- Complies with laws and procedures for the storage and disposal of chemicals, debris, oils, grease, trash and other by-products of work efforts
- Abides by laws and local codes, as well as department and school system policies and procedures
- Basic knowledge and ability to comprehend instruction.
- Expected to be able to apply skills learned from technician's instruction and demonstration
- Expected to be able to work independently to accomplish tasks given by technician
- Maintains work vehicles and tools in a neat manner
- Maintains a clean workspace for safety of themselves and others
- Maintains stock count on materials used and notifies technician when stores are low
- Responsible for all keys, parts, tools, equipment, and vehicles assigned to them
- Assists and coordinates with the all Technicians/MEP Lead/Maintenance Supervisor/Facilities Director and other divisions of the maintenance department when necessary
- Cooperates with all levels of other school system employees and maintains a good working relationship
- Maintains professional conduct at all times
- Attends and participates in all recommended training and safety instructions and classes for employees
- Attends the necessary training courses and continuing education required to maintain certifications and licenses
- Maintains timesheets, logs, paperwork and data, written or on computer, related to the work efforts and progress in a timely manner
- Follows work schedule and attendance requirements in a regular, predictable and punctual manner, as well as the ability to adapt to an extended/flexible work schedule
- Performs other duties as assigned
- Maintains prompt and regular attendance as physical presence on the job site is required

SUPERVISES

- No Supervisory Responsibilities

MINIMUM QUALIFICATIONS

- Must be at least 18 years of age
- High school diploma or equivalent

- Must be able to pass background check
- Valid Georgia driver's license; acceptably clean MVR (no more than 2 moving violations in 36 months)
- Basic computer knowledge (google sheets, google docs, email)

PREFERRED QUALIFICATIONS

- Basic knowledge of hand tools
- Basic computer skills
- Vocational training
- Vocational Certificate
- EPA refrigerant card
- Trade experience
- Equipment Operation Certifications

COMPETENCIES NECESSARY TO DO THE JOB

- Ability to operate a van or light truck and pull a trailer
- Working knowledge of materials, methods, tools and equipment utilized in the building trades
- Basic working knowledge of electricity
- Basic working knowledge HVAC preventative maintenance
- Basic working knowledge of plumbing
- Ability to follow oral and written instructions accurately and efficiently
- Ability to communicate effectively
- Ability to climb, stoop, crouch and crawl
- Ability to hear and see (with correction) at levels to ensure accurate job performance
- Ability to work from tall ladders, scaffolds and lifts, as well as in basements, crawl spaces, ceilings, trenches and on roofs
- Ability to operate light machinery, tools, and other equipment required to accomplish various assigned tasks (equipment lifts, forklifts, man lifts, skid steer, saws, drills, breaks, refrigerant gauges, DDC controls, pumps, etc.)
- Ability to work in varied disagreeable environmental conditions/temperatures
- Ability to lift, carry, push/pull at least one hundred (100) pounds on a frequent basis—this could be daily or less frequent depending on the task assigned
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

EVALUATION

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.