

## **MAINTENANCE TECHNICIAN**

### **Purpose Statement**

The job of Maintenance Technician was established for the purpose/s of maintaining facilities in safe operating condition; performing a wide variety of basic maintenance activities (e.g. carpentry, basic plumbing, basic electrical, preventive maintenance and/or basic repairs to HVAC systems and equipment, etc.); reports immediate operational and/or safety concerns to supervisor; assisting maintenance specialists as assigned; and ensuring adequate materials are available to complete assignments in a timely manner. Demonstrates support for the Vision, Mission, Beliefs and Goals of District #202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job reports to Director of Facilities

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### **Essential Functions**

- Cleans gutters, roof drains, science and art traps, etc. for the purpose of preventing damage and/or limiting liability exposure.
- Coordinates with supervisor for the purpose of completing projects and work orders efficiently.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff, students, parents and the community for the purpose of adhering to the policies, regulations and administrative procedures.
- Maintains professional confidentiality in all areas of responsibility for the purpose of adhering to the policies, regulations and administrative procedures.
- Performs a variety of maintenance activities (e.g. carpentry, painting, glazing, etc.) for the purpose of completing projects within established time frames.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs a variety of furniture and building system components for the purpose of ensuring a safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours (e.g. while carrying pager or as directed by supervisor) for the purpose of resolving immediate safety concerns.

### **Other Functions**

- Assists maintenance specialists with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
- Builds items (e.g. counters, temporary partitions, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Inspects vehicles; maintains tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; and handling hazardous materials.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: office equipment/software; standard methods, materials and tools used to perform the jobs; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: understanding and following written and oral directions; adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; working under time constraints; and maintaining routine records.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 15% walking, and 80% standing. The job is performed under some temperature extremes and in some hazardous conditions.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Equivalency** None Specified

### **Required Testing**

Pre-employment Physical Exam  
Pre-employment TB Test

### **Certificates & Licenses**

High School Diploma or Equivalent  
Valid Driver's License

### **Continuing Educ. / Training**

Evaluation as outlined in the PASS Negotiated Agreement

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

10/14/2009

### **Salary Grade**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_