



POSITION MANAGEMENT GUIDE

<i>Title:</i>	Maintenance Technician	<i>Division Approval:</i>	11/28/2023
<i>Department:</i>	Business Services	<i>HR Approval:</i>	11/28/2023
<i>Reports to:</i>	Supervisor of Operations	<i>Board Approval:</i>	6/25/2024

SUMMARY OF PURPOSE

This position is responsible for all building and grounds maintenance and repairs, including swimming pool, electrical, plumbing, HVAC system, all interior areas, and pesticide applications. Must be familiar with equipment operations, maintain procedures of the building and grounds, and maintain good communication with the Supervisor of Operations and Site Administrator. This position involves a combination of technical skills, hands-on work, and collaboration with other maintenance staff to create a safe and conducive environment for students, staff, and visitors

ESSENTIAL REQUIREMENTS

- High School Diploma or equivalent, additional vocational or technical training is preferred
- Associate Degree in a related field preferred
- Minimum three (3) years experience in facility maintenance, preferably in an educational setting.
- Strong technical skills in areas such as mechanics, HVAC, painting, roofing, floor care, ground maintenance, carpentry, electrical, plumbing, commercial kitchen equipment, and any other equipment that may be part of the facility.
- Knowledge of safety regulations and protocols.
- Excellent communication, teamwork skills
- Ability to troubleshoot and problem-solve effectively.
- Physical ability to perform manual labor and lift heavy objects.
- Ability to plan maintenance schedules for building systems
- Proficient with Microsoft Office Suite
- Must have or be willing to obtain (within one year) pesticide certification from the PA Department of Agriculture for Categories 11, 23, and 24, if applicable.

ESSENTIAL FUNCTIONS

- Assumes responsibility for maintaining the building and grounds, including all equipment inside and outside, in good condition to provide for the maximum welfare and safety of the teachers, students, and others.
- Monitors and maintains the daily electrical, plumbing, and HVAC operations.
- Communicates and collaborates with required service and repair vendors, external contractors, the Supervisor of Operations, and the Site Administrator.
- Performs preventative maintenance according to the established timeline.
- Addresses work orders within 48 hours of receipt with an acknowledgment.
- Assists in preparing a budget for supplies, equipment, and other materials used in the cleaning and maintenance of the building.

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- Reviews and addresses any capital equipment needs.
- Maintains general clean up and care of outside grounds, such as lawn maintenance, snow removal, care and maintenance of parking lots, and landscaping.
- Coordinates system repairs, monitors system performance, and maintains adequate inventory of parts and other items as necessary.
- Coordinates care of the swimming pool, including daily chemical checks with laboratory testing, purchase of pool maintenance products, and licensure as a Public Bathing Facility.
- Must be available after hours and on weekends to receive notifications of building alarms and respond to building emergencies such as power outages, water leaks, storm damage, or similar situations. Reports to the building to investigate such matters as necessary.
- Collaborates and assists the Educational Technology Division to install and manage wiring, cables, and related infrastructure.
- Maintain accurate records of maintenance activity, preventative maintenance, or repairs.
- Coordinates both internal and external moves and all items associated with moves.
- Position is responsible for managing and controlling systems related to building security.
- Administers an Integrated Pest Management Program for facilities and maintains and monitors Materials Safety Data Sheets at all LIU-managed facilities.

DEPARTMENT/ORGANIZATION

- Keeps current with related technology and developments that impact the department and the organization.
- Makes decisions consistent with the LIU vision, mission, and core values, establishes and maintains effective communication and positive relationships within the LIU, and fosters professional development of LIU staff.
- Contributes to the effective team management of all issues and opportunities within the LIU by modeling the qualities of an LIU Team member (being versatile, ethical, transparent, team-oriented, innovative, transformative, and collaborative; valuing each team member; and understanding the importance of customer service.)
- Understands organizational development and change principles and applies these principles to promote improvement within the Department.
- Performs other functions as assigned.

SCOPE AND IMPACT

This position works independently with all employees within the LIU and individuals and organizations outside the LIU.

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ESSENTIAL PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS

By checking any of the below boxes, the LIU is indicating its reasonable belief that the identified physical/mental/environmental requirements are job-related for this position and consistent with business necessity for the performance of the essential job functions. Notwithstanding, the LIU may not rely solely on these qualifications. Instead, the LIU must consider whether reasonable accommodations are available that will enable an otherwise qualified individual to perform the essential job functions.

1. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

2. Communication - English

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- ☒ Fluent Reading
- ☐ Recognition of Signs/Symbols
- ☐ Simple Reading
- ☐ No Reading Skills Required

4. Hearing

- ☒ Ability to Hear Required
- ☐ Limited Hearing
- ☐ Hearing Not Required

5. Seeing

- ☒ 20/20 Vision with Corrective Eyewear
- ☐ Limited Vision
- ☐ Vision Not Required

6. Functional Math

- ☐ Complex Computational Skills (Accounting and Financial Skills)
- ☒ Simple Computational Skills (Addition, Subtraction, Multiplication, Division, Percentages)
- ☐ Simple Counting Skills
- ☐ No Mathematical Skills Needed

7. Time

- ☒ Must Tell Time to the Minute
- ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- ☒ Several Blocks from Building
- ☐ Building Only
- ☐ Work Area
- ☐ Room Only

9. Mobility Skills

- ☒ Mobility Within the Building
- ☐ Mobility Within a Four-Block Radius
- ☒ Driving Required

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10. Sitting

- ☐ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☒ Less than 25%

11. Standing

- ☐ 75% - 100%
- ☒ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

12. Bending

- ☒ Knees and Waist
- ☐ Waist Only
- ☐ Knees Only
- ☐ No Bending Required

13. Lifting

- ☐ Greater than 30 lbs.
- ☒ 10 - 30 lbs.
- ☐ Less than 10 lbs.
- ☐ No Lifting Required

14. Reaching

- ☐ Greater than 6 Feet
- ☒ 2 - 6 Feet
- ☐ Less than 2 Feet
- ☐ Reaching Required

The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs as necessary.

Adopted by LIU Board of Directors: Original adoption date unknown

Revision adopted by LIU Board of Directors: April 5, 2022, February 7, 2023, 6/25/2024