Lincoln Intermediate Unit 12
Leadership • Expertise • Innovation

# *POSITION MANAGEMENT GUIDE*

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| *Title:* | **Maintenance Technician** | *Division Approval:* | 11/28/2023 |
| *Department:* | Business Services | *HR Approval:* | 11/28/2023 |
| *Reports to:* | Director of Operations | *Board Approval:* | 6/25/2024 |
| | | *Revised:* | 10/15/2026 |

## *SUMMARY OF PURPOSE*

The Maintenance Technician is responsible for the maintenance, repair, and upkeep of school buildings, grounds, and facility equipment to ensure a safe, clean, and functional environment for students, staff, and visitors. This position performs routine maintenance, troubleshoots facility and equipment issues, coordinates preventative maintenance activities, and responds to work orders and facility needs in a timely manner. The Maintenance Technician works independently and collaboratively with the Director of Operations and building principal to prioritize repairs, maintain building systems, support daily school operations, and ensure facilities are well-maintained, safe, and conducive to learning.

## *ESSENTIAL REQUIREMENTS*

- High school diploma or equivalent required
- Associate degree in a related field, vocational training, or technical certification preferred
- Minimum of three (3) years of experience in facility maintenance, building operations, or a related field, or an equivalent combination of education, training, and experience
- General knowledge and hands-on experience in building maintenance, repairs, equipment operation, and facility upkeep
- Ability to identify, troubleshoot, and resolve routine maintenance issues and determine when specialized assistance is needed
- Ability to develop and follow preventative maintenance schedules to support the safe and efficient operation of buildings, grounds, and equipment
- Knowledge of workplace safety practices and the ability to maintain a clean, safe, and orderly environment
- Strong communication, teamwork, organizational, and problem-solving skills
- Basic computer skills, including email, electronic work order systems, and maintenance documentation
- Ability to perform physical tasks associated with maintenance work, including lifting, standing, bending, climbing, and working indoors and outdoors, with or without reasonable accommodation
- Ability to prioritize work orders, manage multiple tasks, and respond to maintenance needs in a timely manner
- Ability to work independently while collaborating effectively with school administration, and other personnel

## *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.
- 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.
- 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 Department 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.
- Maintains and monitors Materials Safety Data Sheets at all LIU-managed facilities.
- Understand and apply applicable safety regulations, procedures, and protocols related to facility maintenance and repair.

*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.

*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

**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

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*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.*

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