

## **Job Description**

### **Moore Norman Technology Center**

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**Job Title:** Maintenance Technician  
Facilities Services Department

**Mission, Vision, and Core Values:** Commits to fully support Moore Norman's mission, vision, core values, and culture:

***Mission***

Preparing for success, changing lives, building better tomorrows.

***Vision***

Moore Norman Technology Center is recognized as the first choice for workforce development and training, committed to providing an outstanding educational experience for every student and client.

***Core Values***

Accountability; Data-Driven; Valuing People; Continual Improvement; Collaboration.

***Culture***

The Moore Norman Way – *staying above the line*

**Job Objective:** Performs safety-sensitive skilled level duties under limited supervision to repair or maintain various maintenance functions throughout the facility. Follows generally standardized operating policies and procedures. Consult supervisor to solve problems within established operating procedures of the school.

### **QUALIFICATIONS**

**Education:** High School diploma or equivalent

**Credentials:** Valid Oklahoma Driver's License and acceptable driving record and be able to obtain CDL, as appropriate.

***Special Knowledge, Skill or Ability***

- Ability to exchange information, give/receive simple instructions and respond to inquiries, include filling out forms
- Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages
- Ability to read and interpret complex written or printed materials such as schematics, blueprints, charts, diagrams, maps or instruction material
- Must have mental requirement to understand and follow instructions and avoid safety problems
- Satisfactory personal conduct and integrity
- Ability to work well with others
- Demonstrates a positive attitude towards students, staff, and the public
- Reliable, dependable, and punctual attendance

**Experience:** Minimum of two years full-time or part-time facility maintenance or comparable experience.

**Reports to:** Director, Facilities Services or as assigned

**Contact with Others:** An incumbent in this position has regular contact by telephone or in person with the public, and other employees for the efficient exchange of information.

***Essential Duties and Responsibilities***

- 1) Strengthens relationships by developing students and clients and staff, partnering with businesses and schools and collaborating with community leaders through participating in school or community activities.
- 2) Focuses on being a leader within the organization through personal accountability, active problem solving and positive forward thinking.
- 3) Focuses on continual improvement to assure quality products and excellent services to our customers and stakeholders.
- 4) Trouble shoots maintenance problems. Performs general maintenance and repair of facilities and equipment.
- 5) Performs minor repairs on drains and sewer lines, plumbing and sprinkler systems.
- 6) Repairs weather barriers such as caulking around windows, minor roof leaks, and problems with guttering, etc.
- 7) May be required to work or be on-call during inclement weather or other non-related school closures.
- 8) Performs preventive maintenance on all equipment, fixtures, etc.

- 9) Informs supervisor of parts, equipment and other supplies that are necessary to do job. Keeps necessary parts and supplies on hand for common projects.
- 10) Cleans work area and maintains general maintenance area, shop and tools.
- 11) Assists other skilled workers on projects as assigned.
- 12) Observes safety rules and procedures.
- 13) Performs other duties as assigned.

***Supervision Exercised:*** Occasionally with special job assignment.

***Physical/Mental Requirements and Working Conditions***

- Ability to stand/walk eight or more hours per day
- Requires occasional crawling, kneeling, climbing and reaching above the shoulders
- Requires frequent pushing/pulling, bending/stooping, squatting/crouching, climbing, and reaching above the shoulders
- Requires frequent carrying/lifting of up to 50 pounds and occasional lifting, loading, unloading, and carrying units from 50 to 100 pounds
- Must possess hearing to distinguish normal/abnormal sounds, such as gas or water leaks
- Ability to climb ladders and steps, crouch, kneel, and fit in tight spaces, etc.
- Requires occasionally to frequently working on unprotected heights (roofs), working in the outdoors with temperature changes, working around slick surfaces, working close to machinery, and driving motorized equipment. Requires the use of safety protective equipment. With safety procedures in place, job may include exposure to toxic gas, solvents, sewer gases or asbestos
- Requires employee to use both feet for repetitive movements as in operating foot controls
- Requires employee to use both hands for such repetitive actions requiring simple/firm grasping and/or fine manipulation
- Possesses hearing/speaking ability to communicate with fellow workers and the students/public. Must be able to do job safely and efficiently
- This is not an exhaustive list and reasonable accommodations will be made as needed

***Environment/ Working Conditions:*** Office, lab, indoors, outdoors, and workshop setting

***Equipment Knowledge and Safety Sensitive Aspects of Position***

- Operate vehicle and grounds equipment.
- Tool usage ranges from a fork-lift, tractor and pressure sprayer to more complex tools such as a trencher, fusion tool, soldering and brazing torch, threading machine, drills, and snake/drain cleaning machine.
- Uses tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training
- Ability to work in the outdoors with temperature changes, operating motorized equipment, and exposure to dust and fumes which can be toxic, etc.
- Will be required to use safety goggles when necessary
- May be required to wear a safety belt/strap to lift heavy objects

***Terms of Employment:*** Per Board Policy

***Duration of Contract:*** 12-months

***FLSA Classification:*** Non-exempt

***Evaluation:*** Performance of this job will be evaluated in accordance with Board Policy.

***Approved:*** I have read the job description for which I have been hired, and agree to the responsibilities listed above.

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Employee

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Date

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Supervisor

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Date