



Job Title: District Maintenance Technician

Reports To: Director of Maintenance

Employee Status: Full Time, Exempt, Maintenance Salary Schedule

Evaluation: Completed Annually by Director of Maintenance

Job Summary: Our maintenance team is responsible for the upkeep and repair of district facilities including maintaining mechanical, electrical and other general maintenance areas in the district. The District Maintenance Technician will perform maintenance and repair work on HVAC, electrical, and plumbing systems; does carpentry, painting, drywall, welding, and related maintenance and repair work in school buildings; performs related work as required.

Essential functions of the job may include but are not limited to the following:

- Inspects District buildings for required maintenance and repair and establishes work priorities.
- Estimates project costs, including labor, materials, and time and monitors and reports on project final costs.
- Recommends outside contractors, materials, suppliers, and equipment for maintenance and repair services.
- Performs and supervises scheduled maintenance, repair, and installation work on HVAC, plumbing, alarm, electrical, mechanical, irrigation, and structural systems.
- Performs and supervises carpentry, painting, drywall, plumbing, cabinetry, concrete, and welding assignments.
- Repairs and maintains furniture and building fixtures, including lock and security systems and fire sprinkler and suppression systems.
- Monitors HVAC, refrigeration, freezer, and related systems for proper settings and operation.
- Consults with building principles on preventative maintenance schedules.
- Maintains written work order, maintenance, inspection, and personnel records.
- Maintains and repairs tools and equipment/\
- Monitors outside contract work for compliance and completion.
- Establishes and monitors emergency repair procedures.
- Performs all work duties and activities in accordance with District policies, procedures, and safety practices.
- Building trade skills, including but not limited to, HVAC, plumbing, mechanical, alarm, and electrical systems.

- Methods, materials, tools and standard practices regarding carpentry, painting, drywall, concrete, cabinetry, and welding assignments related to interior and exterior building maintenance, repair, and remodeling.
- Contract compliance procedures.
- Federal (OSHA) regulations and District policies regarding safe work practices relating to use of heavy equipment, power tools, ladders and power lifts, and repair and maintenance materials.
- Other Duties and Responsibilities

Knowledge Skills and Ability Required:

- Follow written and oral instructions and observe department policies and procedures
- Read and interpret technical manuals, blueprints, and diagrams
- Troubleshoot and repair electrical, plumbing, mechanical, HVAC, alarm, and related operating systems
- Work on multiple projects, set priorities, and allocate resources for project completion
- Operate heavy equipment
- Operate power equipment
- Operate hand tools
- Operate a motor vehicle
- Prepare written reports
- Communicate effectively with the public and other employees.
- Support the philosophy and mission of the Oak Grove R-VI School District.
- Comply with all district policies, rules, and regulations.

Qualifications:

High school diploma or GED equivalency

Three (3) to five (5) years building trades experience is preferred or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Valid driver's license required

Experience with Automated Logic. Web based HVAC building management system.

Experience with Operation Hero, our work order system.

Physical Requirements:

While performing the duties of this job, the employee must talk, listen, hear, and respond. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift

and/or move up to 90 lbs. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The foregoing is not an exclusive list, and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised. The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

Background Check:

Employment in this position is contingent upon consent to and successful completion of a pre-employment background check, which may include a criminal background check, reference checks, verification of work history, and verification of any required academic credentials, licenses, and/or certifications, with results acceptable to the Oak Grove R-VI School District. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

Term of Employment: 12 months (in accordance with the Board Approved District Calendar)