



Job Title:	MAINTENANCE TECHNICIAN	Reports to:	Director of Service Center
FLSA status:	Non-Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	xx/xx/2017
Position Summary:	This position serves as a contributing member of the Facilities Crew in troubleshooting and solving district and site needs as they arise; maintain all buildings and grounds in a safe and efficient manner.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public, as is applicable to the position.
- Responds with tact and courtesy in public contact situations and provides information requiring a knowledge of district policies and procedures.
- Performs routine maintenance on all building equipment and grounds.
- Performs preventive maintenance and routine repair on equipment.
- Performs building repairs of all types.
- Paints furniture and rooms.
- Completes School Facilities Board maintenance logs and reporting.
- Assists other Facilities Crew in completing projects as required.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to read building plans.
- Ability to complete School Facilities Board maintenance logs and reporting.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent, preferred
- Neat appearance
- Demonstrated aptitude for successful completion of tasks assigned
- Demonstrated success in performing a wide variety of tasks, including but not limited to plumbing, minor electrical, painting, carpentry/construction, HVAC, welding, minor boiler work and building maintenance.

Computer Proficiency: MS Office

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or



move up to 75 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT:

Indoor and outside environment. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.